



Flint Hills Metropolitan Planning Organization

206 Southwind Place, Suite 2B | Manhattan, KS | 66503
785.620.3070 | FHMPO@FlintHillsMPO.org
www.FlintHillsMPO.org

Policy Board Meeting

Wednesday, January 18, 2023

Manhattan Public Library – Groesbeck Room

3:30 pm

Zoom

Meeting ID: 919 154 6755

1. Welcome
2. Public Comment Opportunity (for items not on the agenda)
3. Financial Update
 - As of 1/11/2023: \$136,694.70 in checking, \$100,966.56 in money market account.
 - 2022 UPWP Year-end review
4. Staff Updates
 - New employee
5. KDOT Update: Available on KDOT's website, [here](#)
6. **ACTION ITEM:** Election of Chairperson
7. **ACTION ITEM:** Approval of the December 21, 2022 Meeting Minutes
8. **ACTION ITEM:** Approval of 2023 Safety Performance Measures Report and Targets
9. **ACTION ITEM:** Approval of 2023 Pavement & Bridge Condition Performance Measures Report and Targets
10. **ACTION ITEM:** Approval of 2023 System Reliability Performance Measures Report and Targets
11. Motion for Adjournment

Next Meeting February 15, 2023

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.



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Policy Board Meeting

Wednesday, December 21, 2022
Manhattan Public Library – Study Room 1
3:30 pm

Zoom

Meeting ID: 919 154 6755

VOTING MEMBERS PRESENT		
	Keith Ascher	Geary County Commission
x	Ryne Dowling	KS Dept of Transportation
x	Usha Reddi	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	Cecelie Cochran (Zoom)	Federal Highway Admin.
	Wilford Rose (Alt)	Fort Riley Representative
x	Eva Steinman	Federal Transit Admin.
x	Anne Smith	Flint Hills ATA

Staff Present		
x	Jared Tremblay	MPO

Guests Present		

1. Welcome

- The Policy Board meeting was called to order at 3:32p by chairperson John Ford

2. Public Comment Opportunity (for items not on the agenda)

3. Financial Update

- Jared gave a quick overview of the accounts and noted no changes save for interest in the money market account, and standard transactions in the checking.

4. Staff Updates

- Audit
 - Jared Tremblay noted the final report sent to the MPO today. There were no major missteps and " Everything looked pretty good. Most of the findings are just

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comments on what we did/found when performing the procedures and isn't anything that you really need to do. Biggest thing is just making sure you keep good backup/support for all your transactions."

- Jared Tremblay noted there had been previous interested in having the auditor present an overview of findings at the January 2023 in-person meeting. To do so would have an additional cost of \$150.
 - John Ford stated that since there was nothing new or be concerned about he saw no need to pay for the auditor to come in. Usha Reddi agreed with Mr. Ford.
 - John Ford suggested sending the final report to all Policy Board members now, and also later when follow-up and clarification on issues have been completed.
 - Ryne Dowling requested the letter and audit on CPG document for KDOT
 - Cecelie Cochran requested a copy for FHWA and FTA for their archives
-
- NEVI Grant
 - Jared Tremblay mentioned the new Federal money for Electric Vehicles (EVs), and KDOT's upcoming NEVI grant opportunity. He noted the meeting with KDOT for program details as they currently stand, and that the goal of the program is to install EV chargers every 50 miles along Alternative Fuel Corridors, of which I-70 is one.
 - Further Jared Tremblay noted that Junction City is only local in MPO eligible as it lies within 1-mile of I-70. In the last week, Jared has met with City of Junction City administration and the Chamber of Commerce about the opportunity and location possibilities.
 - Jared Tremblay also noted he has reached out to Wabaunsee County Eco-Devo as well.
 - John Ford mentioned I-70 & K-177 and wanting something, hopefully EV charging, to come in the future. Jared Tremblay noted this fundings limitations for the location, as well as it being outside the boundaries of the MPO.
 - Usha Reddi mentioned meeting with state representatives and what type of infrastructure needs at the City level.
 - Jared Tremblay mentioned beginning discussions with City of Manhattan staff, and how he is working on starting a larger region-wide study.
 - Eva Steinman noted a similar plan from a another regional MPO.
<https://southeastmpo.org/electric-vehicle-readiness-plan/#/find/nearest?fuel=ELEC&location=cape%20girardeau%20county%20missouri>
 - Anne Smith noted ATA's EV testing program.

- John Ford noted he would like to see this item as a discussion item in the future as more information is available.
 - January Policy Board meeting:
 - Jared Tremblay reminded members that the January 18th Policy Board meeting will be in-person in the Groesbeck Room at the Manhattan Public Library.
 - Eva Steinman noted she would not be able to attend in person. Jared Tremblay noted the virtual option will be available as well.
 - John Ford stated he would like to see regular, perhaps bi-monthly, in-person meetings.
5. KDOT Update: Available on KDOT's website, [here](#)
- Ryne Dowling stated that FHWA approved the MPO's 2023 UPWP.
6. **ACTION ITEM:** Approval of the November 16, 2022 Meeting Minutes
- No comments or changes were requested.
 - Usha Reddi motioned, and Ronna Larson seconded. The motion passed unanimously.
7. **ACTION ITEM:** Approval of Amendment #4 of the Transportation Improvement Program (TIP)
- Jared Tremblay gave an overview of the document, highlight the Summary of Changes, Funding Tables, and maps of each area of the MPO. He also noted a few new large projects included in this amendment.
 - Usha Reddi motioned, and Ryne Dowling seconded. The motion passed unanimously.
8. Motion for Adjournment
- Usha Reddi motioned and John Ford seconded. Motioned passed unanimously at 3:57p

Next Meeting January 18, 2023

SAFETY PERFORMANCE MEASURES: SUMMARY

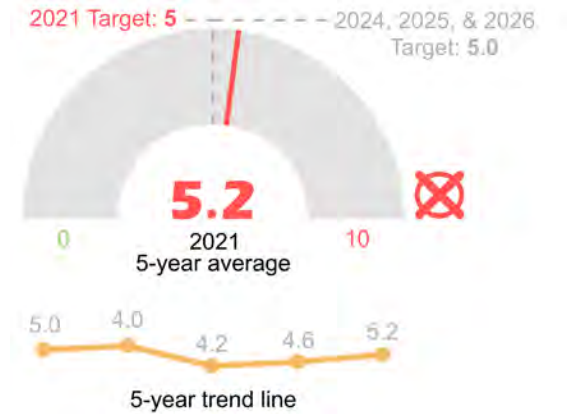
PM 1: Number of Vehicle Fatalities



PM 2: Rate of Vehicular Fatalities per 100 Million Vehicle Miles Traveled



PM 5: Non-Motorized Fatalities & Serious Injuries



PM 3: Number of Serious Injuries



PM 4: Rate of Serious Injuries per 100 Million Vehicle Miles Traveled





PAVEMENT CONDITIONS: SUMMARY

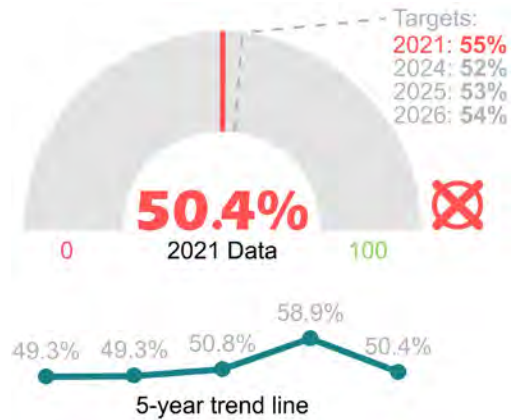
PM 1: % of Interstate Pavement in Good Condition



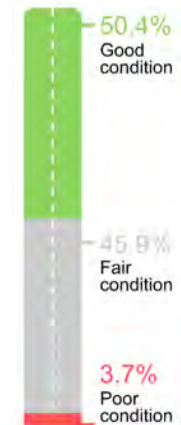
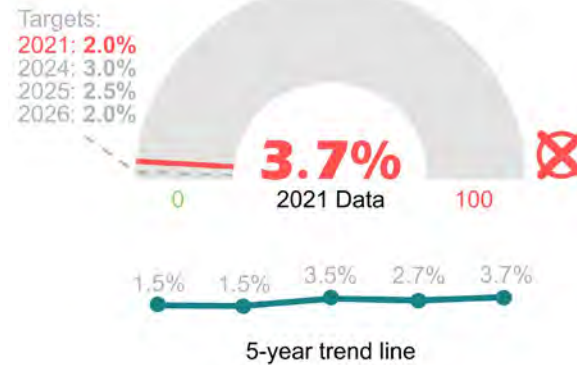
PM 2: % of Interstate Pavement in Poor Condition



PM 3: % of Non-Interstate Pavement in Good Condition



PM 4: % of Non-Interstate Pavement in Poor Condition





BRIDGE CONDITIONS: SUMMARY

PM 5: % of NHS Bridges in Good Condition



PM 6: % of NHS Bridges in Poor Condition



PM 7: % of Non-NHS Bridges in Good Condition



PM 8: % of Non-NHS Bridges in Poor Condition





SYSTEM RELIABILITY & FREIGHT MOVEMENT: SUMMARY

PM 1: % of Person-Miles Traveled on Interstate with Reliable Travel Time



PM 2: % of Person-Miles Traveled on the NHS with a Reliable Travel Time



PM 3: Truck Travel Time Reliability (TTTR) Index on our Interstate System





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Policy Board Meeting

Wednesday, April 19, 2023

3:30 pm

Zoom – Meeting ID: 919 154 6755 Passcode: 148813

Manhattan Public Library – Study Room 2

1. Welcome
2. Public Comment Opportunity (for items not on the agenda)
3. Financial Update
 - As of 4/12/2023: \$159,756.70 in checking, \$101,465.29 in money market account
 -
4. Staff Updates
 - [Abigail Danner introduction](#)
 - [2023 CPG Agreement](#)
 - Strawn & Associates contract
5. KDOT Update: Available on KDOT's website, [here](#)
6. **ACTION ITEM:** [Approval of the January 18, 2023 Meeting Minutes](#)
7. **ACTION ITEM:** [Approval of Connect 2040 Amendment #3](#)
8. **ACTION ITEM:** [Approval of 2022 Transportation Improvement Program \(TIP\) Amendment #5](#)
9. **DISCUSSION ITEM:** 2023 Local Match Invoice #2
10. **DISCUSSION ITEM:** EV Readiness Study
11. Motion for Adjournment

Next Meeting May 17, 2023, Groesbeck Room, Manhattan Public Library

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Dwight D. Eisenhower State Office Building
700 S.W. Harrison Street
Topeka, KS 66603-3745

Calvin E. Reed, P.E, Acting Secretary
Ami Fulghum, Chief

04/05/2023

Phone: 785-296-3545
Fax: 785-296-7927
kdot#publicinfo@ksdot.org
http://www.ksdot.org

Laura Kelly, Governor

Jared Tremblay, Planning Manager
Flint Hills Metropolitan Planning Organization
206 Southwind Pl, Ste 2B
Manhattan, KS 66503
tremblay@flinthillsmo.org

RE: Federal Award Information **L-0136-23 012233136**

This letter is to provide information on the federal award granted to **Flint Hills Metropolitan Planning Organization** in compliance with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards. The information provided below is intended to provide additional details regarding the federal grant award. Please refer to agreement documents for more specific details and grant requirements.

General Federal Award Information per §200.210

- 1) Recipient: Flint Hills Metropolitan Planning
- 2) SAM UEI: NVMUEQNJL123
- 3) FAIN(S): ADVANCED CONSTRUCTION
- 4) Federal Award Date: January 01, 2023
- 5) Period of Performance: 01/01/23 - 09/30/24
- 6) Federal Funds: 211,909.84
- 7) Total Funds Obligated: 211,909.84
- 8) Total Amount of Federal Award: 211,909.84
- 9) Approved Budget: Refer to the signed agreement/award
- 10) Recipient Match Requirement: 52,977.46 -- 20.00%
 - a) State Match: None
- 11) Description: 2023 Metro Planning Grant
- 12) Federal Awarding Agency: Federal Transit Administration
- 13) CFDA: 20.505 -- Federal Transit_Metropolitan Planning Grants (A,B)
- 14) Research and Development Funds: No
- 15) Indirect Cost Rate: Not applicable

As recipient of the above federal funds, Flint Hills Metropolitan Planning Organization must also comply with the requirements of 2 CFR Part 200.

The details provided above are subject to change and is the best information available as of 04/05/2023. If you have any questions regarding this award contact Pamela Clark at 785-296-3545 or the Program Manager.

Sincerely,

A handwritten signature in black ink that reads "Ashley Meier". The signature is written in a cursive, flowing style.

Ashley Meier
Accountant IV - Federal Aid



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Meeting ID: 919 154 6755

VOTING MEMBERS PRESENT		
x	Keith Ascher	Geary County Commission
x	Ryne Dowling	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.
x	Wilford Rose (Alt)	Fort Riley Representative
	Eva Steinman	Federal Transit Admin.
x	Anne Smith	Flint Hills ATA

Staff Present		
x	Jared Tremblay	MPO

Guests Present		

1. Welcome

- The Policy Board meeting was called to order at 3:32p by chairperson John Ford

2. Public Comment Opportunity (for items not on the agenda)

3. Financial Update

- Jared Tremblay gave a quick overview of the accounts and noted no changes save for interest in the money market account, and standard transactions in the checking. He noted the MPO spent slightly less money in 2022 than was outlined in the UPWP.
- Jared Tremblay stated the Q4 2022 billing had been submitted to KDOT and reimbursement was expected in the next few weeks.

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4. Staff Updates

- New Employee

- Jared Tremblay stated a new employee has been hired by the MPO. Abigail Danner will begin working on Feb. 8th, 2023 as an hourly employee while she finishes her degree at K-State. Pending a 90-day review she will transition to full-time employment in May 2023 as the Transportation Planner.

5. KDOT Update: Available on KDOT's website, [here](#)

- Ryne Dowling stated that the MPO's Q4 billing request was being processed and should be finalized in the next few weeks.
- Mr. Dowling noted 2023 CPG agreements for the state's MPOs are in the works and letters should be mailed in the next few weeks.
- John Ford requested the letter be emailed to the Board for them to stay informed
- Dee McKee stated her concern about Ad Valorem and how the state will allow local municipalities to utilize that funding for match on local projects.

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

- Jared Tremblay began by stating that per the bylaws, John Ford cannot be elected as Chairperson for a third consecutive year.
- Dee McKee nominated Keith Ascher, who respectfully declined due to recent nominations and commitments to other boards.
- John Ford nominated Ronna Larson, who accepted. Usha Reddi seconded. The motion passed unanimously.

7. **ACTION ITEM:** Approval of the December 21, 2022 Meeting Minutes

- Keith Ascher motioned for approval and John Ford seconded. The motion passed unanimously.

8. **ACTION ITEM:** Approval of 2023 Safety Performance Measures Report and Targets

- Jared Tremblay gave an overview of the Safety PM summary, going over each performance measure and what trends the data is showing, noting not a single target set in 2020 was met. He noted new targets have been set based on the current data, and that this information is due to KDOT by March 2023. He noted the new targets that run through 2026.

- Jared noted several items including the 10 fatalities in 2021 compared with 4 in 2018.
- Cecelie Cochran noted that this is a problem across the country, and specifically noted that since COVID 19 began, despite less vehicles on the roadway, crashes and fatalities have increased.
- Keith Ascher stated there have been 4 or 5 head-on crashes on I-70 in Geary County the last few months to year. He would like to see what could be done about this and how we can address it.
- Dee McKee noted that the signage may need updating and could be helpful.
- Jared Tremblay stated he will work with KDOT to look into the crash reports as well as existing built conditions
- Ryne Dowling stated he had access to the crash reports and will get the data
- Jared Tremblay and Ryne Dowling will set up a time to discuss the data
- Cecelie Cochran stated that when KDOT and the MPO look at the crash reports they should look to see if there is any signage or roadway departure specific information, and then try to find and focus on 2 or 3 main characteristics to address.
- John Ford motioned for approval and Ryne Dowling seconded. The motion passed unanimously.

9. **ACTION ITEM:** Approval of 2023 Pavement & Bridge Condition Performance Measures Report and Targets

- Jared Tremblay provided an overview of the Summary sheet and went through each performance measure and future targets. He noted how several targets were not met, specifically those for interstate condition, but that in the next few years those should be addressed with planned projects in the TIP.
- John Ford motioned for approval and Ryne Dowling seconded. The motion passed unanimously.

10. **ACTION ITEM:** Approval of 2023 System Reliability Performance Measures Report and Targets

- Jared Tremblay gave an overview of the Summary sheet and went over each performance measure and the new targets. He noted that the MPO region is on-target for 2 of the 3 measures, and that the issue with the Non-NHS System Reliability in 2021 was due to two specific locations; Wildcat Creek bridge construction on K-18 and Green Valley Rd intersection construction on US-24.

- Mr. Tremblay noted that the Truck Travel Time Reliability measure takes in a national dataset that compares the MPO reliability vis-à-vis with the rest of the nation.
- Cecelie Cochran states that the MPO overall looks very good in terms of traffic flow and reliability.
- Dee McKee asked if the dataset included local trucks for just long-distance trucks. She stated her concern is that it is not reflective of the local and agriculture vehicle travel as they frequently have issue with traffic along US-24, specifically getting to and from the Coop on Excel Rd.
- Cecelie Cochran noted the dataset has issues and while it provides a good nation-wide comparison. She stated the data looks at Peak hour flows throughout the day, but that some vehicles may not be fully reflected or represented in the data.
- John Ford motioned for approval and Ryne Dowling seconded. The motion passed unanimously.

11. Motion for Adjournment

- Jared Tremblay noted there will likely not be a February meeting unless something comes up for the agenda.
- John Ford motioned and Dee McKee seconded. The motion passed and the meeting adjourned at 4:31pm.

Next Meeting February 15, 2023



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Policy Board Meeting

Wednesday, May 17, 2023

3:30 pm

Manhattan Public Library – Groesbeck Room

Zoom – Meeting ID: 919 154 6755 passcode: 148813

1. Welcome
2. Public Comment Opportunity (for items not on the agenda)
3. Financial Update
 - As of 5/9/2023: \$181,758.26 in checking, \$101,709.92 in money market account
4. Staff Updates
5. KDOT Update: Available on KDOT's website, [here](#)
6. **ACTION ITEM:** Approval of the April 19, 2023 Meeting Minutes
7. **ACTION ITEM:** Approval of 2023 UPWP Amendment #1
 - Local Match invoice #2
8. **ACTION ITEM:** Approval of of the Function Class updates
9. **DISCUSSION ITEM:** 2024 UPWP estimate
10. Motion for Adjournment

Next Meeting June 21, 2023, Groesbeck Room, Manhattan Public Library

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Policy Board Meeting

Wednesday, April 19, 2023

3:30 pm

Manhattan Public Library – Study Room 2

Zoom – Meeting ID: 919 154 6755 passcode: 148813

VOTING MEMBERS PRESENT		
	Keith Ascher	Geary County Commission
x	Ryne Dowling	KS Dept of Transportation
x	Usha Reddi	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		
	Cecelie Cochran (Zoom)	Federal Highway Admin.
x	Kelley Paskow	Fort Riley Representative
	Eva Steinman	Federal Transit Admin.
	Anne Smith	Flint Hills ATA

Staff Present		
x	Jared Tremblay	MPO
x	Abigail Danner	MPO

Guests Present		

1. Welcome

- The Policy Board meeting was called to order at 3:32p by chairperson Ronna Larson

2. Public Comment Opportunity (for items not on the agenda)

3. Financial Update

- Jared Tremblay gave a quick overview of the accounts and noted no changes save for interest in the money market account, and standard transactions in the checking.
- Jared Tremblay stated the Q1 2023 billing had been submitted to KDOT and reimbursement was expected in the next few weeks.

4. Staff Updates

- Abigail Danner introduced herself to the Policy Board as the new Transportation Planner.
- Jared Tremblay showed the board the 2023 CPG Agreement the MPO has executed with KDOT. He noted the amount equaled that needed in the 2023 UPWP.

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- Jared Tremblay noted the contract between the MPO and their bookkeeper, Strawn & Associates, expires in June. He noted the contract allows for a one-year extension if both companies are agreeable.

5. KDOT Update: Available on KDOT's website, [here](#)

- Ryne Dowling stated that the MPO's 2023 Q1 reimbursement voucher was received on April 17th, and the funds will be transferred in the next few weeks.
- Ryne Dowling noted that Q2 billing estimate needed to be submitted to KDOT by June 30th, with final requests due later.

6. **ACTION ITEM:** Approval of the January 18, 2023 Meeting Minutes

- John Ford motioned for the minutes approval with Ryne Dowling seconding. Motion passed unanimously.

7. **ACTION ITEM:** Approval of Connect 2040 Amendment #3

- Jared Tremblay gave an overview of the changes to Connect 2040 in this third amendment. He noted the update of the Chapter 5 metrics, stating they were based on the MPO's FHWA Performance Metrics the Policy Board approved in January. He also noted the projects added to the Fiscally Constrained and Illustrative lists in Chapter 6.
- John Ford asked about the addition of Riley Avenue in Ogden. Jared Tremblay stated the project was included. There was discussion about the difficult position Ogden is in with this key but expensive roadway.
- Usha Reddi noted she is on the Transportation committee in the State Senate and wanted to know if there was anything she and the committee could do to ensure equity for projects like Ogden's and other smaller communities
- John Ford noted he is working and communicating with Federal legislators to get appropriation, in addition to talking with KDOT about the project.
- Ryne Dowling stated that grant hunting is currently the only real option to utilized existing resources. He suggested Ogden and region continue to look at BIL options.
- John Ford motioned and Ryne Dowling seconded for approval, with the motion passing unanimously.

8. **ACTION ITEM:** Approval of 2022 Transportation Improvement Program (TIP) Amendment #5

- Jared Tremblay gave an overview of the Summary of Changes to the TIP. He noted there is a correction needed in the table.
- John Ford motioned and Ryne Dowling seconded for approval. Motion passed unanimously.

9. **DISCUSSION ITEM:** 2023 Local Match Invoice #2

- Jared Tremblay presented an overview of the UPWP 2022 final budget and explained the carryover amount of \$4,503.60. He then presented three options for what to do with the funds.
- Usha Reddi stated she supported having the MPO keep the funds for a rainy day and future years, when state and federal funding may be lean. She stated it was not enough to make a dent in local budgets, especially when considering inflation.
- John Ford and Ronna Larson expressed agreement with Usha Reddi

10. **DISCUSSION ITEM:** EV Readiness Study

- Jared Tremblay showed the Board the Electric Vehicle (EV) Readiness Plan created by the SE Missouri MPO. He stated that there is interest from local jurisdictions and staffs, as well as within the MPO to pursue a similar project in the Flint Hills region. Therefore he be including funds in the MPO budget, and in the local match of jurisdictions to pursue a report.
- Jared Tremblay noted that there is already funding coming through KDOT and federal government to push EV charging stations
- Usha Reddi asked about financing the charging stations, and if that will fall on cities or businesses. She stated the City of Manhattan has never been involved in gas stations, so why are EVs different.
- Jared Tremblay clarified that it would not be the City's responsibility, but rather planning, zoning, policies, and regulation would be on the City. What can cities and counties do to help the transition to EVs, and ensure it's done safely and well.
- John Ford stated he would like to see an EV station at exit 313 (I-70 and K-177) if possible.
- Usha Reddi noted that at the state level, EVs are continuing the crunch on gas tax as they do not contribute towards the tax at all. She believes the State must look at revenue sources to keep building roads.

11. Motion for Adjournment

- Usha Reddi noted the May 2nd meeting will be in-person at the Groesbeck room at the Manhattan Public Library
- Jared Tremblay also noted the I-70 reconstruction and I-70 & K-18 interchange projects and stated he will send an email update with more information.
- Usha Reddi motioned for adjournment and John Ford seconded. The motion passed and the meeting adjourned at 4:20pm.

Next Meeting May 17th, 2023

2023 Local Match
Invoice #2

Total 2023 UPWP Budget	Consolidated Planning Grant (CPG)	Local Funds	Total
Budget Breakout	\$194,084.56	\$48,521.14	\$242,605.70
Percentage of Budget	80%	20%	100%

Jurisdiction	% of MPA Population	2023 May Estimate	2023 Ammdment #1 UPWP	2023 Invoice #1	2023 Invoice #2	2023 Total Contributions
Manhattan	54.1%	\$34,881.10	\$26,249.94	\$15,052.78	\$11,197.16	\$26,249.94
Junction City	22.9%	\$15,581.08	\$11,111.34	\$6,371.69	\$4,739.65	\$11,111.34
Pottawatomie County	9.9%	\$4,873.09	\$4,803.59	\$2,754.57	\$2,049.02	\$4,803.59
Riley County	5.0%	\$3,783.06	\$2,426.06	\$1,391.20	\$1,034.86	\$2,426.06
Wamego	4.8%	\$2,885.39	\$2,329.01	\$1,335.55	\$993.46	\$2,329.01
Geary County	3.3%	\$2,115.95	\$1,601.20	\$918.19	\$683.01	\$1,601.20
TOTAL	100.0%	\$64,119.67	\$48,521.14	\$27,823.98	\$20,697.16	\$48,521.14

*The CPG only requires a 20% local match

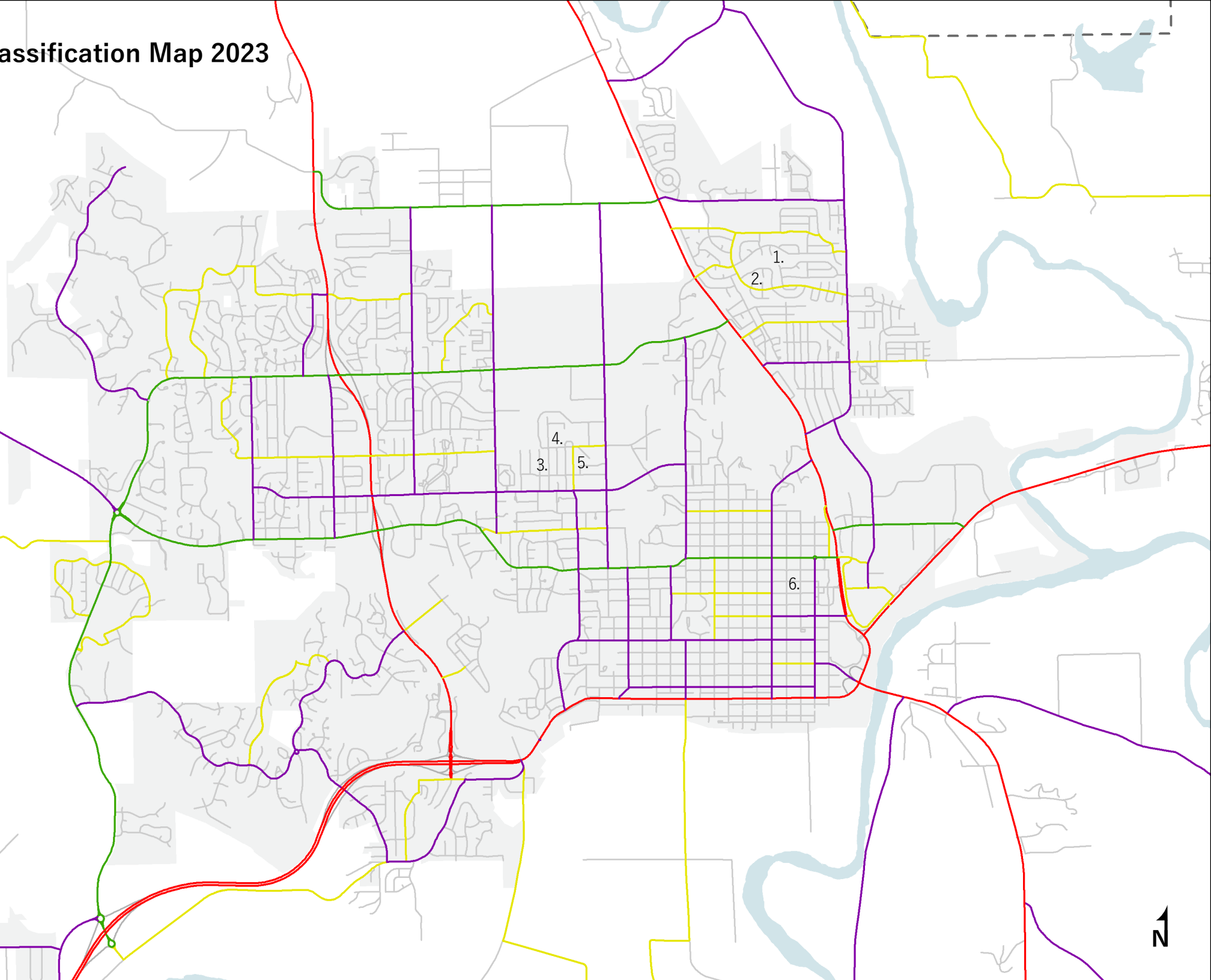
Flint Hills MPO Functional Classification Map 2023

Manhattan

Functional Classification Changes

1. Northfield Rd: Butterfield Rd to Brookville Dr
Minor Collector to Local Road
2. Butterfield Rd: Casement Rd to Walters Dr
Local Rd to Minor Collector
3. Hillcrest Dr: Clafin Rd to Jardine Dr
Minor Collector to Local Road
4. Jardine Dr: Hillcrest Dr to Jarvis Dr
Minor Collector to Local Road
5. Jarvis Dr: Clafin Rd to Jardine Dr
Local Road to Minor Collector
6. Fremont St: 4th St to Juliette Ave
Minor Collector to Local Road

- Interstate
- Freeway and Expressway
- Other Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Local Road
- Fort Riley
- City Boundary
- MPO Boundary
- Rivers & Lakes



Flint Hills MPO Functional Classification Map 2023

Junction City & Geary County

Functional Classification Changes

1. Jefferson St: 18th St to 8th St
Major Collector to Local Road
2. Jefferson St: 8th St to 6th St
Major Collector to Minor Collector
3. 14th St: Washington St to Jackson St
Major Collector to Minor Collector
4. Rucker Rd: US-77 to Spring Valley Rd
Minor Collector to Major Collector
5. Rucker Rd: Spring Valley Rd to Blue Jay Way
Local Road to Major Collector
6. Blue Jay Way: Rucker Rd to K-18
New Major Collector
7. Rucker Rd: Blue Jay Way to Munson Rd
Local Road to Minor Collector
8. Munson Rd: Rucker Rd to K-18
Local Road to Minor Collector

- Interstate
- Freeway and Expressway
- Other Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Local Road
- Fort Riley
- City Boundary
- MPO Boundary
- Rivers & Lakes

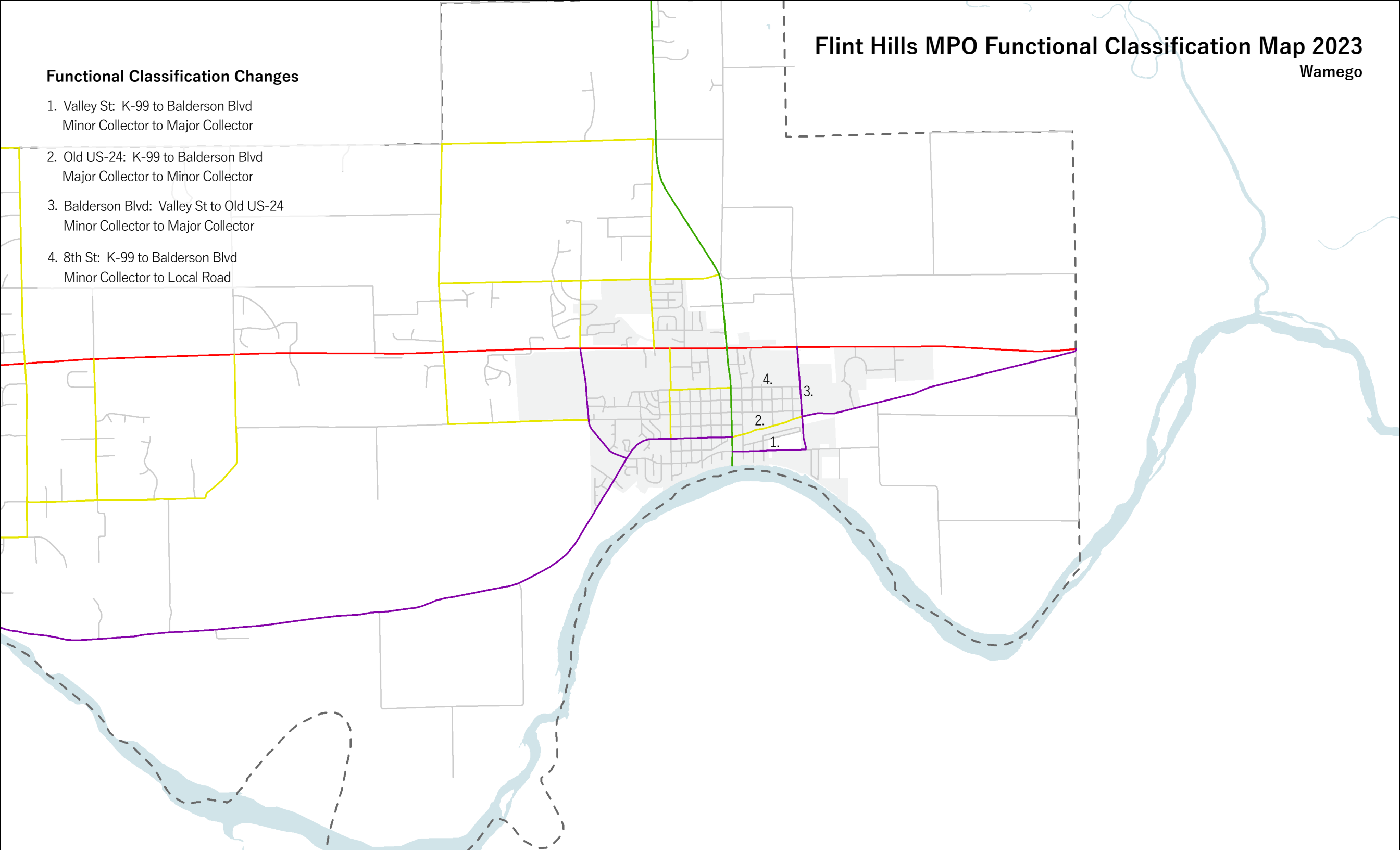


Flint Hills MPO Functional Classification Map 2023

Wamego

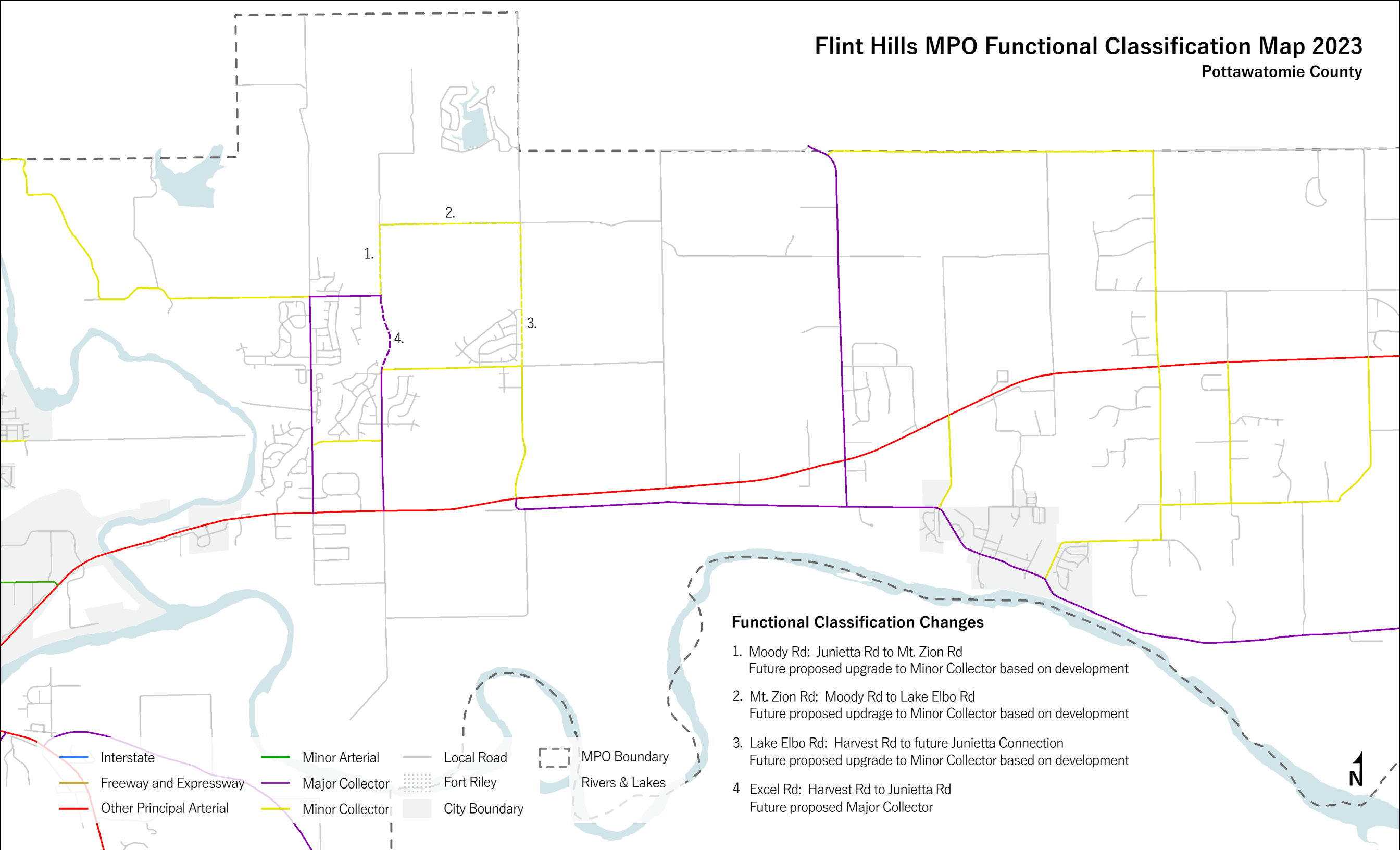
Functional Classification Changes

1. Valley St: K-99 to Balderson Blvd
Minor Collector to Major Collector
2. Old US-24: K-99 to Balderson Blvd
Major Collector to Minor Collector
3. Balderson Blvd: Valley St to Old US-24
Minor Collector to Major Collector
4. 8th St: K-99 to Balderson Blvd
Minor Collector to Local Road



Flint Hills MPO Functional Classification Map 2023

Pottawatomie County



- Interstate
- Freeway and Expressway
- Other Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Local Road
- Fort Riley
- City Boundary
- MPO Boundary
- Rivers & Lakes

Functional Classification Changes

- Moody Rd: Junietta Rd to Mt. Zion Rd
Future proposed upgrade to Minor Collector based on development
- Mt. Zion Rd: Moody Rd to Lake Elbo Rd
Future proposed updrage to Minor Collector based on development
- Lake Elbo Rd: Harvest Rd to future Junietta Connection
Future proposed upgrade to Minor Collector based on development
- Excel Rd: Harvest Rd to Junietta Rd
Future proposed Major Collector

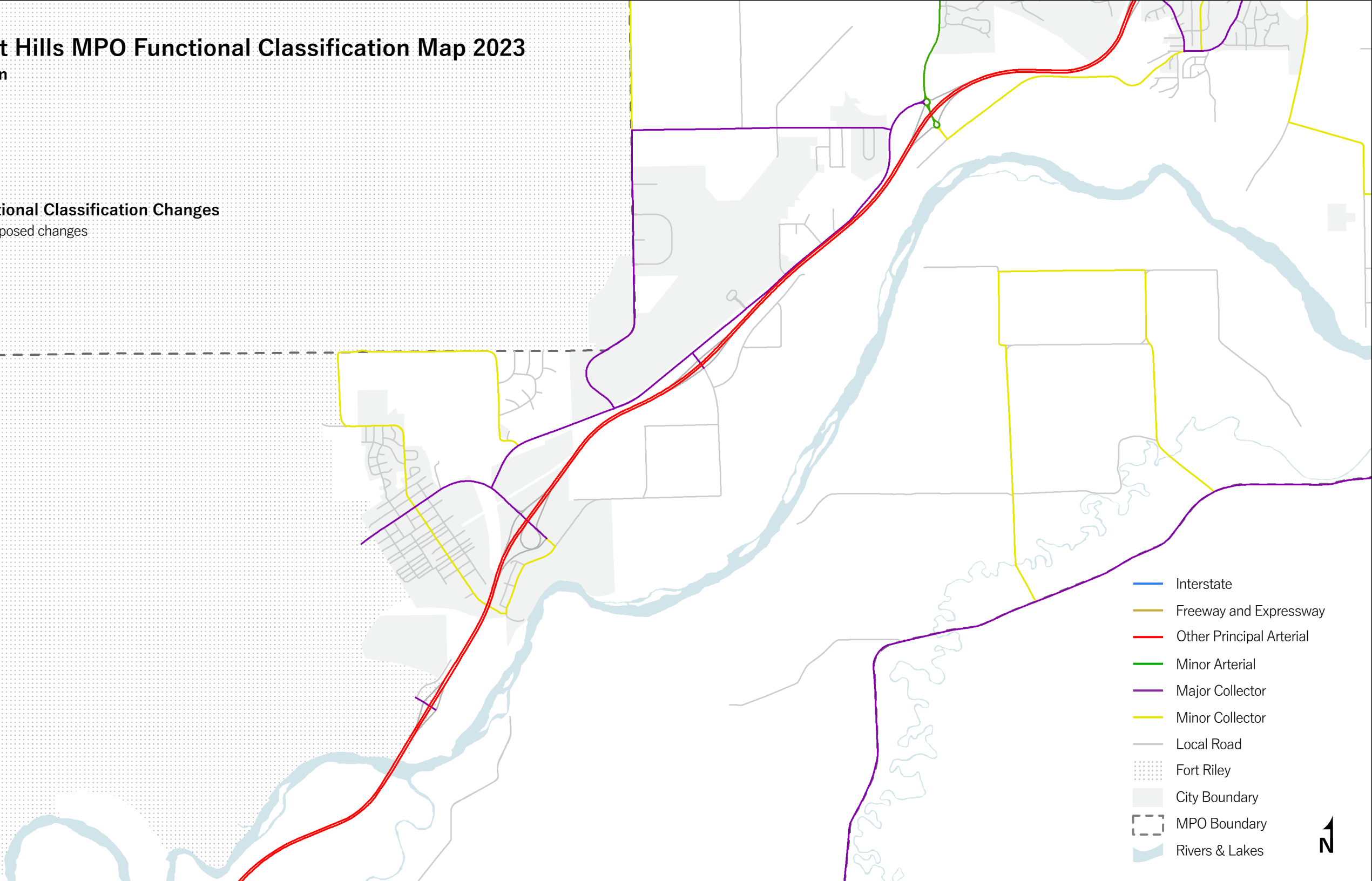


Flint Hills MPO Functional Classification Map 2023

Ogden

Functional Classification Changes

No Proposed changes



- Interstate
- Freeway and Expressway
- Other Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Local Road
- Fort Riley
- City Boundary
- MPO Boundary
- Rivers & Lakes

UPWP Task	Activities	Original UPWP
1.0	<i>MPO Support and Administration</i>	\$ 96,051.12
1.1	General Program Administration	\$ 75,743.82
	Salaries and Benefits	\$ 42,103.82
	Total Operating Expenses	\$ 33,640
	<i>Administration</i>	\$ 12,340
	<i>Advertising</i>	\$ 600
	<i>Annual Audit</i>	\$ 4,000
	<i>Communications</i>	\$ 1,490
	<i>Demo/Counter Supplies</i>	\$ 450
	<i>Office Expenses/Supplies</i>	\$ 4,260
	<i>Office Rent</i>	\$ 4,500
	<i>Printing and Copying Services</i>	\$ 1,000
	<i>Mileage Reimbursement</i>	\$ 2,000
	<i>Professional Development</i>	\$ 3,000
1.2	Unified Planning Work Program	\$ 6,173.93
1.3	MPO Committee Support	\$ 5,379.83
1.4	Professional Development and Training	\$ 8,753.55
2.0	<i>Involvement & Outreach</i>	\$ 20,668.72
2.1	Outside Agency Committees/Presentations	\$ 17,050.90
2.2	Internal Documents & Outreach Efforts	\$ 3,617.82
3.0	<i>Regional Planning Initiatives</i>	\$ 263,383.32
3.1	Long-Range Transportation Plan	\$ 45,115.08
	Salaries and Benefits	\$ 13,115.08
	Consultant Services: Travel Demand Model	\$ 32,000.00
3.2	Transportation Improvement Program	\$ 3,705.82
3.3	Community Initiatives & projects	\$ 187,988.67
	Salaries and Benefits	\$ 87,988.67
	Consultant Services: Electric Vehicle Readiness P	\$ 100,000.00
3.4	Regional Datasets & Analytics	\$ 26,573.75
	TOTAL	\$ 380,103.16

2023 MPO Funding Breakout	Consolidated Planning Grant (CPG)	Local Funds	Total
Budget Breakout	\$304,082.53	\$76,020.63	\$380,103.16
Percentage of Budget	80%	20%	100%

2023 Local Match Breakout

Jurisdiction	% of population	Match Amount
Manhattan	54.1%	\$41,127.16
Junction City	22.9%	\$17,408.72
Pottawatomie County	9.9%	\$7,526.04
Riley County	5.0%	\$3,801.03
Wamego	4.8%	\$3,648.99
Geary County	3.3%	\$2,508.68
Total	100.0%	\$76,020.63



Flint Hills Metropolitan Planning Organization

206 Southwind Place, Suite 2B | Manhattan, KS | 66503
785.620.3070 | FHMPO@FlintHillsMPO.org
www.FlintHillsMPO.org

Policy Board Meeting

Wednesday, August 16, 2023

3:30 pm

Manhattan Public Library – Groesbeck Room

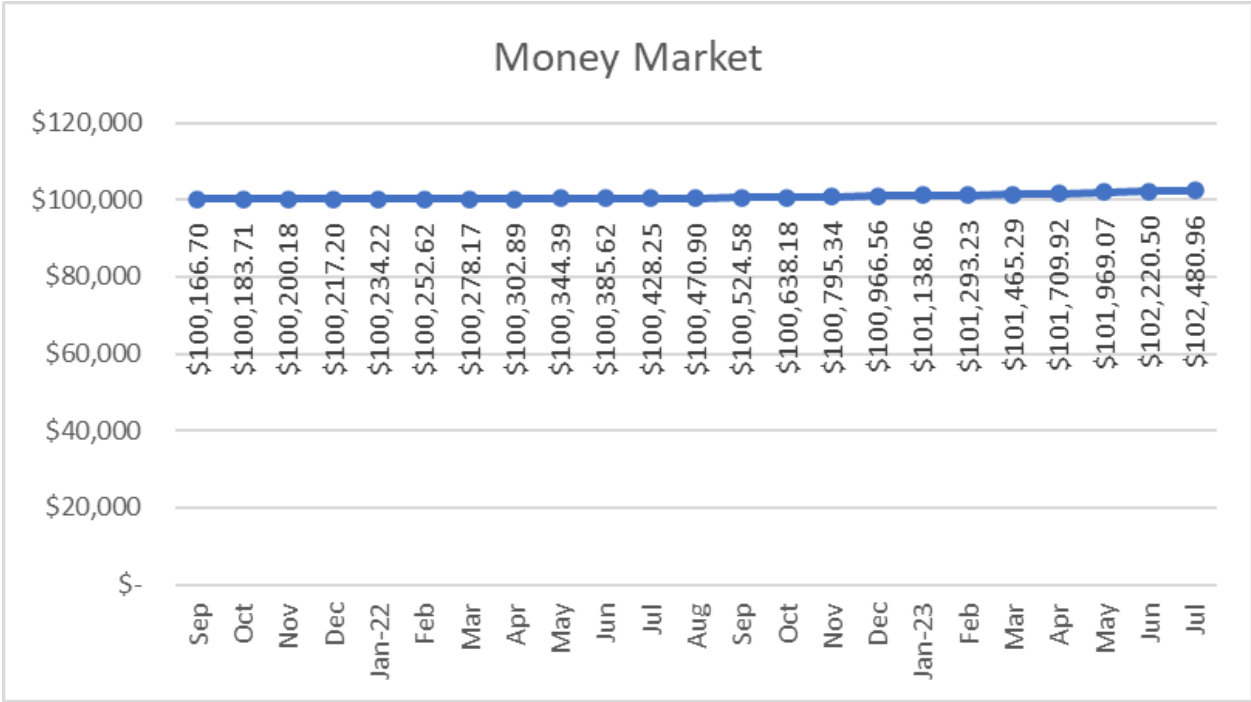
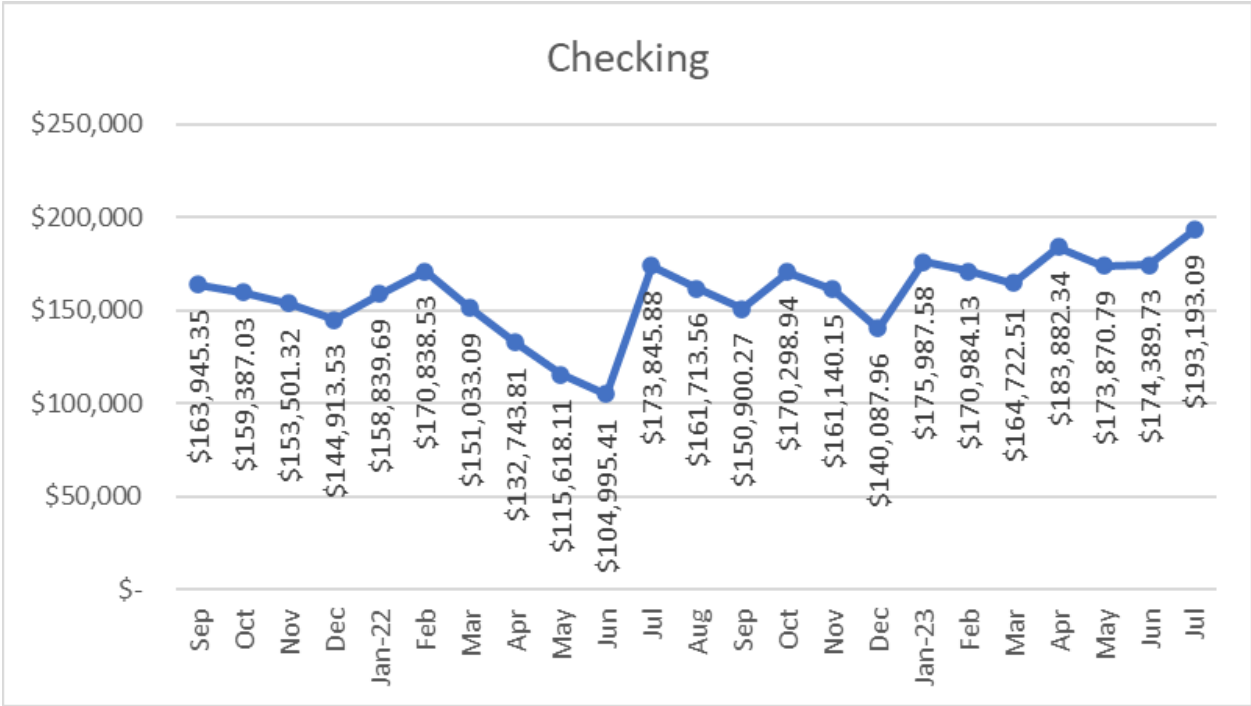
Zoom – Meeting ID: 919 154 6755 passcode: 148813

1. Welcome
2. Public Comment Opportunity (for items not on the agenda)
3. Financial Update
 - As of 8/9/2023: \$191,541.07 in checking, \$102,480.96 in money market account
 - Monthly statement balances
4. Staff Updates
 - TDM
 - SRTS
 - KDHE
 - US-24 Corridor Committee
 - 2022 Audit
5. KDOT Update: Available on KDOT's website, [here](#)
6. **ACTION ITEM:** Approval of the May 17, 2023 Meeting Minutes
7. **ACTION ITEM:** Approval of 2024 Transportation Improvement Program (TIP)
 - Public Comments – attached to TIP
8. **ACTION ITEM:** Approval of 2024 UPWP Amendment #2
9. **DISCUSSION ITEM:** Annual Review for Planning Manager
10. Motion for Adjournment

Next Meeting October 18, 2023, Groesbeck Room, 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





Flint Hills Metropolitan Planning Organization

206 Southwind Place, Suite 2B | Manhattan, KS | 66503
 785.620.3070 | FHMPO@FlintHillsMPO.org
 www.FlintHillsMPO.org

Policy Board Meeting

Wednesday, May 17, 2023

3:30 pm

Manhattan Public Library – Groesbeck Room

Zoom – Meeting ID: 919 154 6755 passcode: 148813

VOTING MEMBERS PRESENT		
x	Keith Ascher	Geary County Commission
x	Ryne Dowling	KS Dept of Transportation
	Linda Morse	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		
	Cecelie Cochran (Zoom)	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

Guests Present		

1. Welcome

- The Policy Board meeting was called to order at 3:34p by chairperson Ronna Larson

2. Public Comment Opportunity (for items not on the agenda)

3. Financial Update

- Jared Tremblay gave a quick overview of the accounts and noted no changes save for interest in the money market account, and standard transactions in the checking.
- Jared Tremblay stated the Q2 2023 reimbursement from KDOT had been deposited.

4. Staff Updates

- Jared Tremblay noted he will be on vacation for two weeks, but Transportation Planner Abigail Danner will be working and available if needed

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.

5. KDOT Update: Available on KDOT's website, [here](#)

- Ryne Dowling stated that the MPO's 2023 Q1 reimbursement voucher was received and funds transferred in April.

6. **ACTION ITEM:** Approval of the April 19, 2023 Meeting Minutes

- Keith Ascher motioned for the minutes approval with John Ford seconding. Motion passed unanimously.

7. **ACTION ITEM:** Approval of 2023 UPWP Amendment #1

- Jared Tremblay gave an overview of the updates to the UPWP in Amendment #1, stating that the overall budget for the MPO had been reduced by nearly \$35,000, since the UPWP was approved in November 2022. He noted that Abigail Danner did not begin work until mid-February, and then as an hourly employee. While she will be starting full-time on May 28th, the difference in pay and benefits over the first five months as well as alterations in hours worked on several projects resulted in the adjustment.
- Jared Tremblay then noted how this updated UPWP budget would impact the second local match invoice to be sent later in the week. All jurisdiction invoices were reduced accordingly.
- John Ford noted that this action item affects all jurisdictions in the MPO and expressed concern that Wamego and Pottawatomie County are rarely present at meetings. He requested a letter be drafted to those member organizations requesting their presence at future meetings. The remainder of the board agreed, and staff will put together a letter.

8. **ACTION ITEM:** Approval of the Function Class updates

- Jared Tremblay went through each jurisdiction's road classification map and noted the changes recommended by public works and planning staff, and approved by TAC.
- John Ford noted Riley County's focus on Marlatt Avenue east of Seth Child Rd, especially with the upcoming construction on US-24 making Marlatt Avenue the likely detour.
- Keith Ascher inquired about the changes to Rucker Road and Munson Road
- Keith Ascher motioned and John Ford seconded. The motion passes unanimously.

9. **DISCUSSION ITEM:** 2024 UPWP estimate

- Jared Tremblay the board with the early 2024 budget, and local match requests to be sent to each jurisdiction for the following year as part of the May estimate.
- Jared Tremblay began by giving a short history of MPO CPG funds since 2021, noting that in 2022 and likely in 2023 there will be unused funds, called carryover, in the amount of approximately \$150,000.
- In 2024 the MPO will be continuing with the Transportation Demand Model (TDM) work as well as starting the regions first Electric Vehicle Readiness Plan (EVRP). Together these contracted projects will greatly increase the MPO's budget to just over \$304,000. With the 2024 CPG agreement with KDOT providing roughly \$212,000, the MPO will need to use approximately \$90,000 in carryover funds to cover the gap. The other option Mr. Tremblay noted was to pass this gap over into local match, which would nearly double the total match required from local jurisdictions.
- Ryne Dowling at KDOT noted that carryover funds are the MPO's to use, and no longer go into a statewide CPG pot of money that becomes available via a competitive grant process later.
- The board supported using the carryover funds.

10. Motion for Adjournment

- Keith Ascher motioned for adjournment and John Ford seconded. The motion passed and the meeting adjourned at 4:22pm.

Next Meeting June 21, 2023

Unified Planning Work Program 2023

Approved November 16, 2022
Amended May 17, 2023
Amended Aug 16, 2023

Title VI Note

The Flint Hills Metropolitan Planning Organization (MPO) hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the MPO receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the MPO. Any such complaint must be in writing and filed with the FHMPO's Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discriminatory Complaint Form, please see our website at www.FlintHillsMPO.org

Disclaimer

The preparation of this report has been financed in part through funds from the Federal Highway Administration and Federal Transit Administration, U. S. Department of Transportation, under the Metropolitan Planning Program, Section 104(f) of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

TABLE OF CONTENTS

INTRODUCTION	1
<i>What is the UPWP?</i>	<i>1</i>
<i>Federal Highway Administration (FHWA) Planning Emphasis Areas (PEAs).....</i>	<i>2</i>
<i>What is the MPO transportation planning process?</i>	<i>3</i>
<i>What is the MPO's role in the transportation planning process?</i>	<i>3</i>
2022 ACCOMPLISHMENTS	4
2023 PLANNING PRIORITIES.....	4
TASK 1.0—MPO SUPPORT AND ADMINISTRATION	5
<i>Sub-task 1.1—General Program Administration.....</i>	<i>5</i>
<i>Sub-task 1.2—Unified Planning Work Program (UPWP).....</i>	<i>5</i>
<i>Sub-task 1.3—MPO Committee Support.....</i>	<i>6</i>
<i>Sub-task 1.4—Professional Development and Training.....</i>	<i>6</i>
TASK 2.0—INVOLVEMENT & OUTREACH.....	7
<i>Sub-task 2.1 – Outside Agency Committees & Presentations.....</i>	<i>7</i>
<i>Sub-task 2.2 – Internal Documents & Outreach Efforts</i>	<i>8</i>
TASK 3.0—REGIONAL PLANNING INITIATIVES.....	8
<i>Sub-task 3.1 – Long-range Planning.....</i>	<i>8</i>
<i>Sub-task 3.2 – Transportation Improvement Program (TIP).....</i>	<i>9</i>
<i>Sub-task 3.3—Community Initiatives & Projects.....</i>	<i>9</i>
<i>Sub-task 3.4—Regional Datasets & Analytics.....</i>	<i>10</i>
APPENDIX A: BUDGET SUMMARY	A-1

Introduction

What is the UPWP?

The Flint Hills Metropolitan Planning Organization (MPO) Unified Planning Work Program (UPWP) identifies and budgets for the regional transportation planning projects that the MPO and its planning partners will undertake during the calendar year. The sources of funding for carrying out the planning activities come from the Consolidated Planning Grant (CPG), which is comprised of Planning (PL) funds from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) Section 5303 funds, FTA Section 5307 funds, and local contributions. The CPG is administered by the Kansas Department of Transportation (KDOT) and allocated to the MPO each year based on a formula. The CPG funds require a non-federal match which is provided by the Cities of Manhattan, Junction City, and Wamego and the Counties of Riley, Geary, and Pottawatomie.

This UPWP was developed in cooperation with the Kansas Department of Transportation (KDOT), the Flint Hills Area Transportation Agency (FHATA), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

In December 2021, FHWA and FTA jointly issued updated Planning Emphasis Areas (PEAs). The following page lists the PEAs and the projects in the MPO UPWP connected to each PEA. The projects in the UPWP have been developed in consideration/compliance with PEAs. Detailed information on PEAs can be found in this [link](#).

The 2023 Planning Emphasis Areas are:

- Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
- Equity and Justice⁴⁰ in Transportation Planning
- Complete Streets
- Public Involvement
- Strategic Highway Networks and US Department of Defense Coordination
- Federal Land Management Agency (FLMA) Coordination
- Planning and Environmental Linkages
- Data in Transportation Planning

FHWA's 2023 Planning Emphasis Areas

Planning Emphasis Area	Sub-task	Details
Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future	2.1	Outside Agency Committees & Presentation FHATA Microtransit & Zero Emissions Vehicles Studies
	3.1	Long-range Planning Flint Hills ITS Architecture & Transportation Demand Model update
	3.3	Community Initiatives & Projects FHATA Microtransit & Zero Emissions Vehicles Studies
	3.4	Regional Dataset & Analytics Performance Monitoring and Reporting
Equity and Justice40 in Transportation Planning	3.1	Long-range Planning Update Connect 2040
	3.2	Transportation Improvement Program Maintain current 2022-2025 & develop 2024-27 TIP: EJ Analysis
	3.3	Community Initiatives & Projects FHATA Microtransit & Zero Emissions Vehicles Studies
	3.3	Community Initiatives & Projects Safe Routes to School Reports for USD 383 & USD 475
Complete Streets	3.3	Community Initiatives & Projects Safe Routes to School Reports for USD 383 & USD 475
	3.4	Regional Dataset & Analytics Annual Bicycle & Pedestrian Counts
	3.4	Regional Dataset & Analytics Performance Monitoring and Reporting
Public Involvement	1.3	MPO Committee Support TAC & Policy Board meetings
	2.1	Outside Agency Committees & Presentation All outside committies/organizations
	2.2	Internal Documents & Outreach Efforts Maintain website & social media sites
Strategic Highway Networks and US Department of Defense Coordination	1.3	MPO Committee Support TAC & Policy Board meetings
	3.1	Long-range Planning Transportation Demand Model update
	3.4	Regional Dataset & Analytics Performance Monitoring and Reporting
Federal Land Management Agency (FLMA) Coordination	1.3	MPO Committee Support TAC & Policy Board meetings
	3.1	Long-range Planning Transportation Demand Model update
Planning and Environmental Linkages	3.1	Long-range Planning Connect 2040 update
Data in Transportation Planning	2.1	Outside Agency Committees & Presentation All outside committies/organizations
	2.2	Internal Documents & Outreach Efforts Maintain website
	3.1	Long-range Planning Connect 2040 update
	3.1	Long-range Planning Transportation Demand Model update
	3.4	Regional Dataset & Analytics Performance Monitoring and Reporting
	3.4	Regional Dataset & Analytics Annual Bicycle & Pedestrian Counts

What is the MPO transportation planning process?

The metropolitan transportation planning process provides a forum for informed decision-making to improve and enhance a safe, efficient, and dependable regional transportation system. This decision-making process is cooperative, comprehensive, and continuous. It requires extensive coordination and cooperation with jurisdictional partners, local, state, and federal agencies, other stakeholders, and the public to identify common issues, concerns, and priorities for the regional transportation system.

What is the MPO's role in the transportation planning process?

The Flint Hills Metropolitan Planning Organization (MPO) is the designated Metropolitan Planning Organization (MPO) for the Manhattan, Kansas Urbanized Area. The MPO serves a much larger area than just the City of Manhattan; consisting of six cities (the Cities of Manhattan, Junction City, Wamego, Ogden, St. George, and Grandview Plaza), portions of three counties (Riley, Pottawatomie, and Geary Counties), and the southern portion of Fort Riley Military Base.

The MPO is comprised of a Technical Advisory Committee (TAC) and a Policy Board. The TAC is a staff-level committee, which provides technical support and recommendations to the MPO Policy Board. The Policy Board is the decision-making body comprised mainly of local elected officials and a representative from KDOT.

The MPO operates on an annual calendar beginning on January 1. Many projects and products found in the UPWP are assigned to specific quarters of the year.

1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

2022 Accomplishments

The items listed below are the major activities completed during the previous calendar year:

- Adopted Connect 2040 Amendment #2
- Adopted updated Title VI
- Adopted updated Limited English Proficiency Plan
- Executed bookkeeper contract
- 2022 TIP Amendments #2 and #3

2023 Planning Priorities

- Procure bookkeeper contract
- Adopt 2024-2027 Transportation Improvement Program
- Execute Transportation Demand Model contract
- Adopt Connect 2040 Amendment #3
- Complete Safe Routes to School Plans for all schools in USD 383-Manhattan/Ogden and USD 475-Geary County
- Review functional classification map for changes
- Flint Hills Area Transportation Agency Microtransit and Zero Emissions Vehicles Studies

Task 1.0—MPO Support and Administration

2023 Goals

- Develop and adopt the 2024 UPWP and annual budget
- Execute bookkeeper contract

Sub-task 1.1—General Program Administration

Manage and administer the MPO and metropolitan transportation planning process in compliance with federal and state rules and regulations.

General MPO Management and Administration (Salaries)

General management and administration of the MPO, which includes the following activities and all other related activities. *(Any paid vacation, sick, holiday, or other leave is billed to this task.)*

- Overall agency leadership and management
- Perform staff performance evaluations
- Maintain MPO employee benefits, liability insurance, workers' comp. policies, and other required policies
- Maintain and update the Flint Hills MPO Operations Manual
- Perform day-to-day operations
- Process employee reimbursement forms
- Approve timesheets and review/approve payroll
- Reconcile quarterly expenses
- Compile and submit reimbursement requests to KDOT
- Maintain and process insurance policies
- Manage and invoice for the local match provided by the jurisdictions
- Execute agreements, as needed
- Execute bookkeeper contract extension

Products

Bookkeeper contract extension – 2nd Quarter

Sub-task 1.2—Unified Planning Work Program (UPWP)

Develop and maintain the annual UPWP, including the following and all other related activities:

- Draft, finalize, and adopt the 2024 UPWP and budget
- Maintain the 2023 UPWP and budget through UPWP amendments, as necessary
- Compile and submit quarterly activity reports to KDOT
- Prepare and submit quarterly DBE reporting forms
- Manage the MPO funding streams and track the status of the UPWP budget and activities
- Maintain the annual Consolidated Planning Grant contract and any subsequent amendments
- Maintain the MPO's 5-year budget

Products

2022 Annual Report—1st Quarter
2022 4th Quarter Activities Report – 1st Quarter
2023 1st Quarter Activities Report– 2nd Quarter
2023 2nd Quarter Activities Report – 3rd Quarter
2023 3rd Quarter Activities Report – 4th Quarter
2023 UPWP Amendment #1 – 2nd Quarter
2023 UPWP Amendment #2 – 3rd Quarter

Sub-task 1.3—MPO Committee Support

Provide support and materials for the Policy Board and TAC meetings and members. This includes the following tasks:

- Develop, compile, and distribute meeting packets, including agendas, staff reports, and any additional information
- Record and transcribe meeting minutes
- Send out meeting agendas and post to the website
- Provide training for new Policy Board and TAC Members
- Maintain Policy Board and TAC committee bylaws
- Maintain committee membership and mailing lists

Sub-task 1.4—Professional Development and Training

Increase knowledge of metropolitan transportation planning process, regulations, planning techniques, and other relevant topics through professional development, education, and training opportunities. The MPO will seek opportunities to participate in online conferences and training. This may include:

- Attend relevant training, workshops, conferences, webinars, and other educational opportunities that include, but are not limited to:
 - Kansas Planning Conference
 - Attend virtual KAMPO
- Priority areas for MPO staff training include:
 - Performance Measures and Target setting
 - Leadership and Management
 - Best Practices in Transportation Planning

Note: Most of the Operating Expenses above are self-explanatory, however, the following provides further information for a few of the categories.

- Administration includes worker’s compensation, liability insurance policy premiums, accounting, and payroll services, and professional legal services.

- Advertising includes costs associated with required public notices that are published in local papers when documents are out for public comment.
- Office Expenses/Supplies include postage, software, computer supplies, GIS license, computer hardware, website expenses, and general office supplies.

UPWP Task	Activities	UPWP A2
1.0	MPO Support and Administration	\$ 82,106.37
1.1	General Program Administration	\$ 62,583.38
	Salaries and Benefits	\$ 28,757.38
	Total Operating Expenses	\$ 33,826
	<i>Administration</i>	\$ 12,326
	<i>Advertising</i>	\$ 600
	<i>Annual Audit</i>	\$ 4,000
	<i>Communications</i>	\$ 1,440
	<i>Demo/Counter Supplies</i>	\$ 800
	<i>Office Expenses/Supplies</i>	\$ 5,160
	<i>Office Rent</i>	\$ 4,500
	<i>Printing and Copying Services</i>	\$ 1,000
	<i>Mileage Reimbursement</i>	\$ 2,000
	<i>Professional Development</i>	\$ 2,000
1.2	Unified Planning Work Program	\$ 4,843.57
1.3	MPO Committee Support	\$ 5,204.62
1.4	Professional Development and Training	\$ 9,474.80

Task 2.0 – Involvement & Outreach

Sub-task 2.1 – Outside Agency Committees & Presentations

Participate in various stakeholder boards, committees, or advisory groups, including presentations to such groups:

- Flint Hills Area Transportation Agency Board
- Flint Hills Area Transportation Agency Inc.
- Flint Hills Area Transportation Agency Microtransit and Zero Emissions Vehicles Studies
- Flint Hills Wellness Coalition and Live Well Geary County
- Manhattan Bicycle and Pedestrian Advisory Committee
- Presentations to the Cities and Counties, as needed
- BikeWalkMHK – planning, communication, and outreach
- Participate in the State Transportation Innovation Council (STIC)
- GravelKS Board – planning, communication, and outreach

Sub-task 2.2 – Internal Documents & Outreach Efforts

The MPO will continue to develop and distribute general information about the MPO planning process and products. This may include the following activities and all other related activities:

- Develop pamphlets, handouts, brochures, and other publications
- Update social media sites
- Maintain website
- Publish newsletters highlighting MPO work and projects, as needed

Products

2023 Title VI Annual Report—3rd Quarter

Participation at community advisory groups and public boards – 1st-4th Quarters

Outreach materials and documents for community engagement – 1st-4th Quarters

UPWP Task	Activities	UPWP A2
2.0	<i>Involvement & Outreach</i>	\$ 12,595.47
2.1	Outside Agency Committees/Presentations	\$ 10,549.68
2.2	Internal Documents & Outreach Efforts	\$ 2,045.79

Task 3.0 – Regional Planning Initiatives

2023 Goals

- Complete Safe Routes to School Plans for USD-383
- Complete Safe Routes to School Plans for USD-475
- Execute Transportation Demand Model contract
- Review federal functional classification map for possible changes

Sub-task 3.1 – Long-range Planning

This includes any items related to Connect 2040, including:

- Update Connect 2040, as needed
- Prepare, edit, and distribute data for Transportation Demand Model (TDM) update
- Update the Flint Hills ITS Architecture, as needed

Products

Connect 2040 Amendment #3 – 1st Quarter

Sub-task 3.2 – Transportation Improvement Program (TIP)

Maintain a fiscally constrained Transportation Improvement Program (TIP) that programs regional transportation system improvement projects to be implemented over the next four years.

- Prepare reporting documents, including the Annual Listing of Obligated Projects
- Coordinate with planning partners regarding TIP activities
- Develop and approve the 2024-2027 TIP
- Maintain the 2022-2025 TIP

Products

2023-2025 TIP Amendment #4 – 1st Quarter

2023-2025 TIP Amendment #5 – 2nd Quarter

2024-2027 TIP Development – 3rd Quarter

2023 Annual Listing of Federally Obligated Projects – 4th Quarter

Sub-task 3.3 – Community Initiatives & Projects

Participate in local and regional planning activities and initiatives that support the MPO's multimodal planning process.

- Update the USD 383 Safe Routes to School Plan
- Update the USD 475 Safe Routes to School Plan
- Lead the development of the Kansas River Trails Master Plan to include a regional bicycle trail system to connections to riverfront amenities
- Participate in the development of Flint Hills Area Transportation Agency Microtransit Study
- Participate in the development of Flint Hills Area Transportation Agency Zero Emissions Vehicle Study

Products

USD 383 Safe Routes to School Plan Update – 2nd Quarter

USD 475 Safe Routes to School Plan Update – 2nd Quarter

Participation and assistance to FHATA studies – 1st-4th Quarters

Regional Transit Activities (included in Sub-task 3.3 total)

The Flint Hills Area Transportation Agency (FHATA) has several transit activities planned. Many of the planning-related items have been a joint effort between the staff of both organizations.

- Provide training on transit planning services and software to FHATA planning staff
- Provide transit planning services, to include public outreach, data collection, analysis, and

- planning for Manhattan, Junction City, and K-State fixed routes
- Evaluate ridership on fixed routes to determine any changes to stops or routes
- Continue planning efforts to improve transit services in the region

Sub-task 3.4—Regional Datasets & Analytics

Develop and maintain regional datasets, including the analysis of data to support the multimodal planning process. Activities include:

- Conduct 10th Annual Bicycle and Pedestrian Count Project
- Coordinate and collect automated bicycle and pedestrian counts
- Conduct 1st Annual Interstate Traveler Counts
- Performance Monitoring and Reporting, including the establishment and updating of targets
- Install and collect data from automated bike/ped counters
- Collect and analyze data as needed
- Review and update federal functional classification map

Products

Safety Performance Measures (PM 1) report

Pavement & Bridge Performance Measures (PM 2) report

System Performance (PM 3) report

Bike-Ped Annual Counts – 3rd Quarter

Interstate Traveler Counts – 1st-4th Quarters

UPWP Task	Activities	UPWP A2
3.0	<i>Regional Planning Initiatives</i>	\$ 144,687.05
3.1	Long-Range Transportation Plan	\$ 32,711.17
3.2	Transportation Improvement Program	\$ 9,045.72
3.3	Community Initiatives & projects	\$ 82,720.14
3.4	Regional Datasets & Analytics	\$ 20,210.02

Appendix A: Budget Summary

This UPWP is in compliance with the Infrastructure Investment and Jobs Act (IIJA) (Public Law 117-58, also known as the “Bipartisan Infrastructure Law” (BIL)), which sets forth a minimum funding requirement of 2.5% for Safe Transportation Options.

UPWP Task	Activities	UPWP A2
1.0	MPO Support and Administration	\$ 82,106.37
1.1	General Program Administration	\$ 62,583.38
	Salaries and Benefits	\$ 28,757.38
	Total Operating Expenses	\$ 33,826
	Administration	\$ 12,326
	Advertising	\$ 600
	Annual Audit	\$ 4,000
	Communications	\$ 1,440
	Demo/Counter Supplies	\$ 800
	Office Expenses/Supplies	\$ 5,160
	Office Rent	\$ 4,500
	Printing and Copying Services	\$ 1,000
	Mileage Reimbursement	\$ 2,000
	Professional Development	\$ 2,000
1.2	Unified Planning Work Program	\$ 4,843.57
1.3	MPO Committee Support	\$ 5,204.62
1.4	Professional Development and Training	\$ 9,474.80
2.0	Involvement & Outreach	\$ 12,595.47
2.1	Outside Agency Committees/Presentations	\$ 10,549.68
2.2	Internal Documents & Outreach Efforts	\$ 2,045.79
3.0	Regional Planning Initiatives	\$ 144,687.05
3.1	Long-Range Transportation Plan	\$ 32,711.17
3.2	Transportation Improvement Program	\$ 9,045.72
3.3	Community Initiatives & projects	\$ 82,720.14
3.4	Regional Datasets & Analytics	\$ 20,210.02
	TOTAL	\$ 239,388.89

2023 MPO Funding Breakout	Consolidated Planning Grant (CPG)	Local Funds	Total
Budget Breakout	\$191,511.13	\$47,877.78	\$239,388.91
Percentage of Budget	80%	20%	100%

2023 Local Match Breakout		
Jurisdiction	% of population	Match Amount
Manhattan	54.1%	\$25,901.88
Junction City	22.9%	\$10,964.01
Pottawatomie County	9.9%	\$4,739.90
Riley County	5.0%	\$2,393.89
Wamego	4.8%	\$2,298.13
Geary County	3.3%	\$1,579.97
Total	100.0%	\$47,877.78

Appendix B:

Certification of Restrictions on Lobbying

I, _____, the Flint Hills Metropolitan Planning Organization (MPO) Policy Board Chairperson, hereby certify on behalf of Flint Hills MPO that to the best of my knowledge:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

The certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code.

Executed this 16th day of August 2023.

X _____
Policy Board Signature

Printed Name

2023 UPWP Amendment #2 Changes

UPWP Task	Activities	UPWP A2	UPWP A1	Change: A1 > A2	Comment
1.0	MPO Support and Administration	\$ 82,106.37	\$ 87,816.78	\$ (5,710.41)	
1.1	General Program Administration	\$ 62,583.38	\$ 66,299.22	\$ (3,715.84)	
	Salaries and Benefits	\$ 28,757.38	\$ 35,473.22	\$ (6,715.84)	Adjustment based on hours planned/to-date
	Total Operating Expenses	\$ 33,826	\$ 33,826	\$ -	
	Administration	\$ 12,326	\$ 12,326	\$ -	
	Advertising	\$ 600	\$ 600	\$ -	
	Annual Audit	\$ 4,000	\$ 4,000	\$ -	
	Communications	\$ 1,440	\$ 1,440	\$ -	
	Demo/Counter Supplies	\$ 800	\$ 800	\$ -	
	Office Expenses/Supplies	\$ 5,160	\$ 4,160	\$ 1,000.00	Unexpected increase in ESRI subscription for Abigail
	Office Rent	\$ 4,500	\$ 4,500	\$ -	
	Printing and Copying Services	\$ 1,000	\$ 1,000	\$ -	
	Mileage Reimbursement	\$ 2,000	\$ 2,000	\$ -	
	Professional Development	\$ 2,000	\$ 3,000	\$ (1,000.00)	Shifted to Office Expenses/Supplies
1.2	Unified Planning Work Program	\$ 4,843.57	\$ 4,669.70	\$ 173.87	Adjustment based on hours planned/to-date
1.3	MPO Committee Support	\$ 5,204.62	\$ 5,837.22	\$ (632.60)	Adjustment based on hours planned/to-date
1.4	Professional Development and Training	\$ 9,474.80	\$ 8,010.64	\$ 1,464.16	Adjustment based on hours planned/to-date
2.0	Involvement & Outreach	\$ 12,595.47	\$ 13,726.34	\$ (1,130.87)	
2.1	Outside Agency Committees/Presentations	\$ 10,549.68	\$ 11,572.76	\$ (1,023.08)	Adjustment based on hours planned/to-date
2.2	Internal Documents & Outreach Efforts	\$ 2,045.79	\$ 2,153.58	\$ (107.79)	Adjustment based on hours planned/to-date
3.0	Regional Planning Initiatives	\$ 144,687.05	\$ 141,062.58	\$ 3,624.47	
3.1	Long-Range Transportation Plan	\$ 32,711.17	\$ 34,422.12	\$ (1,710.95)	Adjustment based on hours planned/to-date
3.2	Transportation Improvement Program	\$ 9,045.72	\$ 7,534.88	\$ 1,510.84	Adjustment based on hours planned/to-date
3.3	Community Initiatives & projects	\$ 82,720.14	\$ 83,648.56	\$ (928.42)	Adjustment based on hours planned/to-date
3.4	Regional Datasets & Analytics	\$ 20,210.02	\$ 15,457.02	\$ 4,753.00	Adjustment based on hours planned/to-date
	TOTAL	\$ 239,388.89	\$ 242,605.70	\$ (3,216.81)	



Flint Hills Metropolitan Planning Organization

206 Southwind Place, Suite 2B | Manhattan, KS | 66503
785.620.3070 | FHMPO@FlintHillsMPO.org
www.FlintHillsMPO.org

Policy Board Meeting

Wednesday, October 18, 2023

3:30 pm

Manhattan Public Library – Groesbeck Room

Zoom – Meeting ID: 919 154 6755 Passcode: 148813

1. Welcome
2. Public Comment Opportunity (for items not on the agenda)
3. Financial Update
 - As of 10/10/2023: \$160,971.29 in checking, \$102,995.41 in money market account
 - Monthly statement balances
4. Staff Updates
 - TDM progress
 - SRTS
 - EV Readiness Plan
5. KDOT Update:
6. **ACTION ITEM:** Approval of the August 16, 2023 Meeting Minutes
7. **ACTION ITEM:** Approval of 2023 Unified Planning Work Program (UPWP) Amendment #3
8. **DISCUSSION ITEM:** KDOT Carbon Reduction Program
9. **EXECUTIVE SESSION:** Planning Manager annual review
10. **DISCUSSION ITEM:** 2024 Unified Planning Work Program (UPWP)
 - Local Match
 - 2024 COLA
11. **DISCUSSION ITEM:** Operations Manual – Federal Holidays

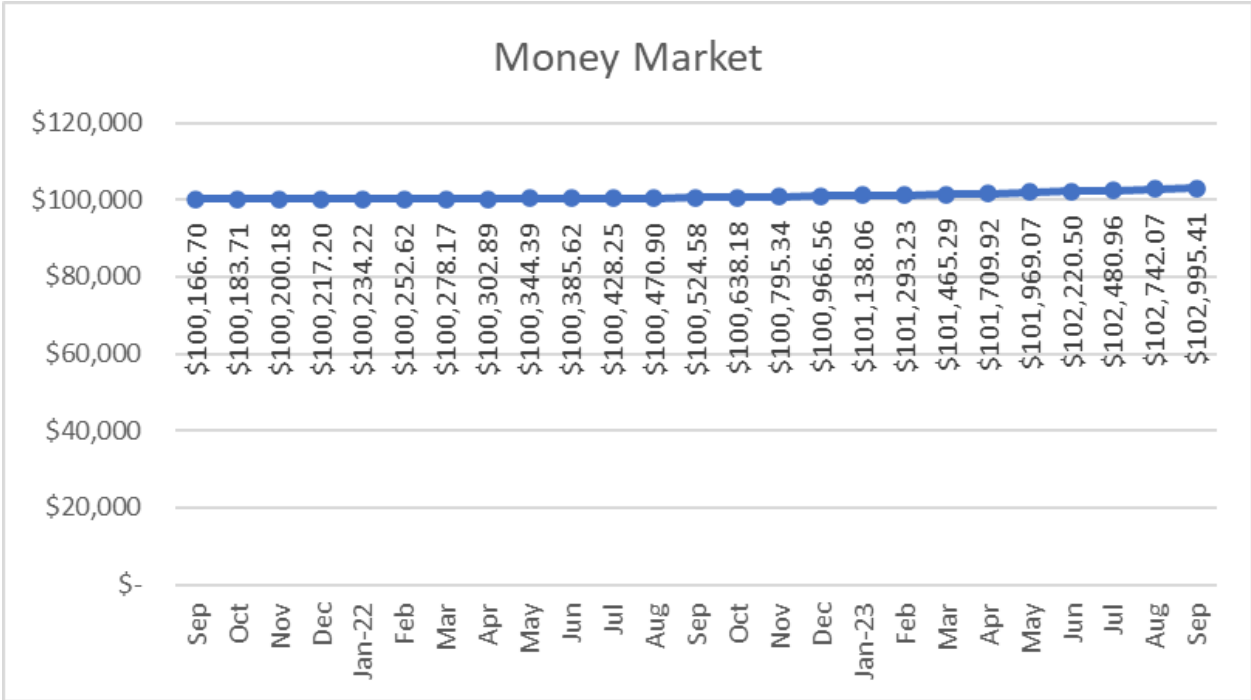
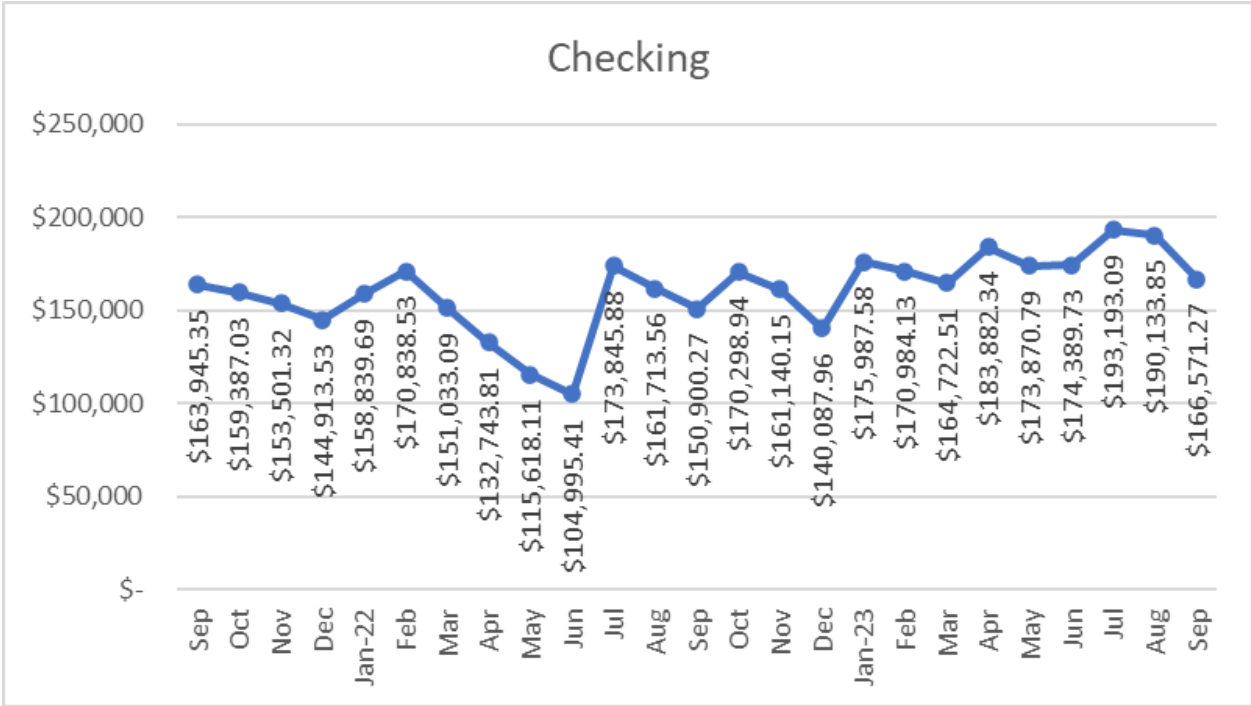
Special Accommodations: Please notify the MPO at (785) 620-3070 or FHMPO@FlintHillsMPO.org at least 72 hours in advance if you require special accommodations to attend this meeting. We will make every effort to meet reasonable requests. The MPO does not discriminate against anyone on the basis of race, 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.

12. **DISCUSSION ITEM:** 2022 Audit Report

13. Motion for Adjournment

Next Meeting November 15, 2023, Groesbeck Room, Manhattan Public Library

Monthly Statement Balances





Flint Hills Metropolitan Planning Organization

206 Southwind Place, Suite 2B | Manhattan, KS | 66503
 785.620.3070 | FHMPO@FlintHillsMPO.org
 www.FlintHillsMPO.org

Policy Board Meeting

Wednesday, August 16, 2023

3:30 pm

Manhattan Public Library – Groesbeck Room

Zoom – Meeting ID: 919 154 6755 passcode: 148813

VOTING MEMBERS PRESENT		
x	Keith Ascher	Geary County Commission
x	Ryne Dowling	KS Dept of Transportation
x	Linda Morse	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		
	Matt McDonald	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	Abigal Danner	MPO

Guests Present		

1. Welcome

- The Policy Board meeting was called to order at 3:35p by chairperson Ronna Larson

2. Public Comment Opportunity (for items not on the agenda)

3. Financial Update

- Jared Tremblay gave an overview of the accounts and noted no changes save for interest in the money market account, and standard transactions in the checking. As of 8.9.2023 there was \$191,541.07 in checking and \$102,480.96 in the money market accounts.
- Jared Tremblay then showed a series of charts plotting the MPO account balances over the last 18 months.

4. Staff Updates

- TDM: Jared Tremblay gave an update of the process on-going with the Transportation Demand Model (TDM), stating that the consultant has been sent road and TAZ updated data so as to complete the 2022 base year model.
- SRTS: Jared Tremblay noted that staff had sent the last draft report to the City of Manhattan for review. Further edits will be required, but staff hopes to have the City and USD adopt the plan this autumn.
- KDHE: Jared Tremblay informed members of the work the MPO has been contracted for by KDHE this year. The contract runs through the end of September. He stated that staff is working with the communities of Hoxie and Johnson City in western KS. Staff is creating Safe Routes to School and Active Transportation Plan reports for each community, as well as installing demonstration projects. By having KDHE fund the MPO to do the planning work, the communities are able to save local funds to go after construction projects identified in the reports.
- US-24 Corridor Committee: Jared Tremblay stated the MPO had called a meeting of the committee for the first time since 2019. There was good attendance and the meeting was useful, in that there was discussion around the Flush Road Safety Study and future plans to update the Corridor Study from 2009. The next meeting is scheduled for early 2024.
- 2022 Audit: Jared Tremblay informed the board about the ongoing audit conducted by Vonfeldt Bauer and Vonfeldt. Staff is currently collecting and sending in requested receipts and items.
- Waze: Jared Tremblay noted that MPO staff has met with google engineers about the potential to utilize 3.5+ years of google waze user data to look at traffic flow over time along certain corridors.

5. KDOT Update: Available on KDOT's website, [here](#)

- Ryne Dowling stated that KDOT is looking to partner with local public works departments to install permanent traffic counters that will be used to fill in counts on non-state and non-highway roads.
- Jared Tremblay noted that he had reached out to local PW directors and had heard back from the City of Manhattan. Potential sites include Anderson between Scenic Drive and Anneberg Park and Marlatt Avenue between K-13 and Browning. The idea is to find sights that the city doesn't have traffic signal cameras at, which can count vehicles already.
- Ryne Dowling noted nothing is finalized but KDOT will be sending out material soon.

6. **ACTION ITEM:** Approval of the May 17, 2023 Meeting Minutes

- John Ford motions and Keith Ascher seconded. Linda Morse abstained, and the motion passed unanimously.

7. **ACTION ITEM:** Approval of 2024 Transportation Improvement Program (TIP)

- Jared Tremblay gave an overview of the updates to the new TIP document noting the region is doing a good job focusing on preservation and safety. He also highlighted the new EJ areas based on 2022 US Census Data, and noted that over 31% of projects are in EJ areas. He noted staff had reworked the layout of the TIP project tables to make them easier to read.
- Jared Tremblay then noted the large amount of public comments received for this TIP. He stated there were 12 letters and a petition with 124 signatures that were against the inclusion and construction of the I-70 and Taylor Road interchange. These letters are attached to the TIP document.
- John Ford asked if people are opposed to the rumored slaughterhouse or the interchange itself.
- Ronna Larson replied that for the most part, people are opposed to the slaughterhouse but conflate the two issues.
- Jared Tremblay noted that by approving the TIP, the board is not condoning the slaughterhouse, only the interchange. He also stated that only Preliminary Engineering has been approved and included in the TIP, and that was added nearly two years ago with little movement since. He also stated, that KDOT can request the removal of the project at any time, and that the TIP is just a reflection and documentation of stated priorities, not a signal or contract for construction.
- John Ford motioned to approve the 2024 TIP with public comments attached. Linda Morse seconded, and the motion passes unanimously.

8. **ACTION ITEM:** Approval of 2023 UPWP Amendment #2

- Jared Tremblay introduce the UPWP and went over the changes. He noted specifically that funds were being shifted within item 1.1 from Professional Training to Office Expenses/Supplies, as obtaining ESRI software for Abigail Danner was more than budgeted. In addition he noted other items were altered due to updated expectations based on hours worked.

- Anne Smith suggested staff look into TechSoup which provides software for non-profits for lower costs.
- Linda Morse motioned and John Ford seconded. The motion passed unanimously.

9. **DISCUSSION ITEM:** Planning Manager Annual Review

- Jared Tremblay state he was approaching one year as the Planning Manager and asked if the board would like to hold an annual performance review.
- Board supported the review and proposed holding the review at the October 18, 2023 meeting, by holding an executive session.
- John Ford recommended sending the review form out to members for their review and completion.

10. Motion for Adjournment

- Linda Morse noted her term as a City of Manhattan commissioner will end in early January, as she is not running, and there will be four new commissioners. She was not able to comment on who will be the new MPO liaison for the City, but noted that by the December meeting she hopes to have an idea of who is interested.
- John Ford motioned and Keith Ascher seconded. The motion passed and the meeting adjourned at 4:38pm.

Next Meeting October 18, 2023

KDOT Carbon Reduction Program (CRP)

Flint Hills Metropolitan Planning Organization-Policy Board
October 18, 2023



Purpose

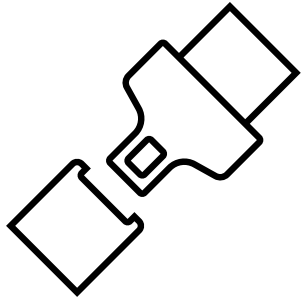
- The purpose of the Carbon Reduction Program (CRP) is to reduce carbon dioxide emissions from the transportation network through the development of State carbon reduction strategies and by funding projects designed to reduce transportation emissions.
- New funding program through the Bipartisan Infrastructure Law (BIL) for FFY 2022-2026.

Carbon Reduction Strategy (CRS)

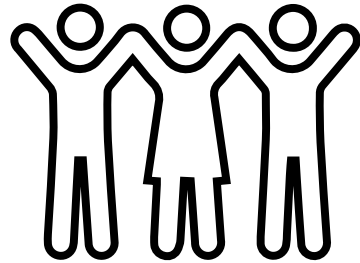
- States are required to develop a Carbon Reduction Strategy.
- Due November 15, 2023.
- The CRS will identify projects and strategies that support the reduction of transportation related carbon emissions.
- KDOT is nearing completion of the development of the CRS.
- Two meetings with MPO Staff have been conducted to gain input regarding CRS Goals and Strategies.

CRS Goals

- Primary Goals



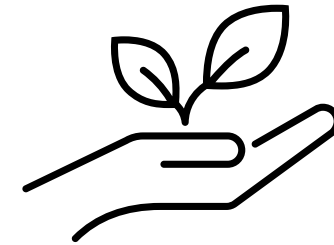
Safety



Equity



Innovation

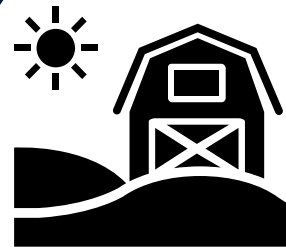
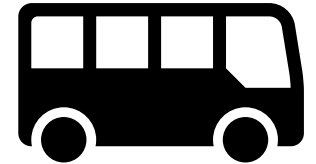


Sustainability

Secondary Goals

- Alternative Fuels
- Rural Strategies
- Complete Streets
- Freight Mobility

- Labor and Workforce
- Transit



Strategies

- Demand Management & Mode Shift
- System Efficiency and Reliability
- Reduce Vehicle Emissions
- Facilities, Land and Materials Management

Funding

- Kansas will receive approximately \$12.5 million per year for FFY 2022-2026.
- 65% allocated to areas of the state by population per year
- Large MPO (KC and Wichita) regions, small MPOs, areas >5,000 but <49,999, and areas <5,000.
- 35% of the funds are flexible and available statewide

FHMPO Allocation

- FFY 2022 and FFY 2023 Total Allocations to Flint Hills MPO Region is \$305,743.
- FFY 2024-2026 amount increases each year slightly.

Eligible Projects

- CRP funding may be used on a wide range of projects that support the reduction of transportation emissions including, but not limited to:
- public transportation projects, Transportation Alternatives projects, bike/ped facilities, congestion management technologies, **alternative fuel projects, including EV charging**, ITS related projects.

- Why are we here today?
- Required to consult with the MPOs in the project selection process.

- Using FFY 2022-2023 funds, KDOT has established a Community Chargers Program as a Pilot-to implement a strategy of the CRS.



Application Submissions

- Two applications were submitted from this region.
- One from KSTATE for a station with 4 ports in the parking garage adjacent to the Student Union.
- One from Junction City for 4 ports at the Geary County Convention Center.
- Total federal funds requested, approx. \$728,000

Application Submissions

- Application Deadline was September 29, 2023.
- Applications have NOT been evaluated or scored yet.
- Scores and technical evaluation will factor into project selection.

- Consultation with MPO-Feedback on implementing EV Infrastructure in this region.
- Thoughts and Feedback?

Thank You!

Questions??

Allison Smith

KDOT Carbon Reduction Program Manager

allison.smith@ks.gov



UPWP Task	Activities	Original UPWP
1.0	MPO Support and Administration	\$ 101,195.01
1.1	General Program Administration	\$ 79,607.39
	Salaries and Benefits	\$ 44,662.39
	Total Operating Expenses	\$ 34,945
	Administration	\$ 12,085
	Advertising	\$ 600
	Annual Audit	\$ 4,200
	Communications	\$ 1,490
	Demo/Counter Supplies	\$ 450
	Office Expenses/Supplies	\$ 6,560
	Office Rent	\$ 4,560
	Printing and Copying Services	\$ 1,000
	Mileage Reimbursement	\$ 2,000
	Professional Development	\$ 2,000
1.2	Unified Planning Work Program	\$ 6,576.22
1.3	MPO Committee Support	\$ 5,707.13
1.4	Professional Development and Training	\$ 9,304.27
2.0	Involvement & Outreach	\$ 21,957.03
2.1	Outside Agency Committees/Presentations	\$ 18,111.23
2.2	Internal Documents & Outreach Efforts	\$ 3,845.80
3.0	Regional Planning Initiatives	\$ 263,761.45
3.1	Long-Range Transportation Plan	\$ 46,094.89
	Salaries and Benefits	\$ 14,094.89
	Consultant Services: Travel Demand Model	\$ 32,000.00
3.2	Transportation Improvement Program	\$ 3,933.80
3.3	Community Initiatives & projects	\$ 185,402.48
	Salaries and Benefits	\$ 85,402.48
	Consultant Services: Electric Vehicle Readiness Plan	\$ 100,000.00
3.4	Regional Datasets & Analytics	\$ 18,647.39
3.5	Complete Streets	\$ 9,682.90
	TOTAL	\$ 386,913.48

2024 MPO Funding Breakout	Total Budget	CPG: Complete Streets (100%)	Non-Complete Streets Total	CPG	Local Funds
Budget Breakout	\$386,913.48	\$9,682.90	\$377,230.59	\$301,784.47	\$75,446.12
Percentage of Budget	100%	2.5%	97.5%	80.0%	20.0%

2024 Local Match Breakout		
Jurisdiction	% of population	Match Amount
Manhattan	54.1%	\$40,816.35
Junction City	22.9%	\$17,277.16
Pottawatomie County	9.9%	\$7,469.17
Riley County	5.0%	\$3,772.31
Wamego	4.8%	\$3,621.41
Geary County	3.3%	\$2,489.72
TA1:E46total	100.0%	\$75,446.12

2024 Local Match Breakout

Jurisdiction	% of population	Match Amount (Oct. 2023)	Match Amount (May. 2023)
Manhattan	54.1%	\$40,816.35	\$41,127.16
Junction City	22.9%	\$17,277.16	\$17,408.72
Pottawatomie County	9.9%	\$7,469.17	\$7,526.04
Riley County	5.0%	\$3,772.31	\$3,801.03
Wamego	4.8%	\$3,621.41	\$3,648.99
Geary County	3.3%	\$2,489.72	\$2,508.68
Total	100.0%	\$75,446.12	\$76,020.62

	2024	
	COLA	Longevity / STEP
MHK	4.0	2.0
JC	6.0	
RL	5.0	2.0
PT	5.0	0.5
GE	1.0	2.0
WAM		
Social Security	3.0	
Average	4.2	1.6
Avg w/o GE	5.0	
Avg w/SS	4.0	
MPO		0.5*

Wamego provides merit increases every 18 months

PT County providing 4% merit for employees hitting 5, 10, 15, 20 anniversaries

* MPO provides a 2% merit increase every two years, when budget allows, and per satisfactory performance. Included in odd year budgets only

B. Holidays

Listed below are the holidays that are observed by the MPO. If the holiday falls on a weekend, the holiday will be observed on either the Friday before or Monday following

- New Year's Day
- Columbus Day
- Martin Luther King Day
- Veteran's Day
- President's Day
- Thanksgiving Day
- Memorial Day
- Day after Thanksgiving
- Independence Day
- Christmas Eve*
- Labor Day
- Christmas Day*

Replace with Juneteenth

Employees may elect to use either of the starred (*) holidays to celebrate another religious holiday. This should be communicated with the employee's supervisor in advance and reflected appropriately on the employee's timesheet.

Salaried employees receive full pay for these holidays. Part-time employees do not receive holiday pay.

Holiday Comparison:

#	Holidays	Federal	MPO	MHK	JC	RL	GE	PT
1	New Year's Day	X	X	X	X	X	X	X
2	MLK Jr. Day	X	X	X	X	X	X	X
3	President's Day	X	X	X	X	X	X	X
4	Memorial Day	X	X	X	X	X	X	X
5	Juneteenth	X		X		X	X	
6	Independence Day	X	X	X	X	X	X	X
7	Labor Day	X	X	X	X	X	X	X
8	Columbus day		X				X	X
9	Veterans Day	X	X	X	X	X	X	X
10	Thanksgiving Day	X	X	X	X	X	X	X
11	Day after Thanksgiving		X	X	X	X	X	X
12	Christmas Eve		X				X	X
13	Christmas Day	X	X	X	X	X	X	X
	Total	10	12	11	10	11	13	12



VONFELDT, BAUER & VONFELDT, CHTD
Certified Public Accountants

2306 Anderson Ave
Manhattan, KS 66502

Telephone: (785) 320-2555
Fax: (785) 371-1665

INDEPENDENT ACCOUNTANT'S REPORT

To the Board of Directors of Flint Hills Metropolitan Planning Organization:

We have performed the procedures enumerated in the attached schedule on the accounting records, transactions and internal control of Flint Hills Metropolitan Planning Organization for the year ended December 31, 2022. Flint Hills Metropolitan Planning Organization's management is responsible for the accounting records, transactions and internal control for the year ended December 31, 2022.

Flint Hills Metropolitan Planning Organization has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of meeting the requirements as specified in KSA 75-1122(b). This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are listed in the attached schedule.

We were engaged by Flint Hills Metropolitan Planning Organization to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records, transactions and internal control for the year ended December 31, 2022. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of Flint Hills Metropolitan Planning Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the Board of Directors of Flint Hills Metropolitan Planning Organization and is not intended to be and should not be used by anyone other than that specified party.

Sincerely,

VonFeldt, Bauer & VonFeldt, Chtd.

VonFeldt, Bauer & VonFeldt, Chtd.
Manhattan, Kansas
September 20th, 2023

**Flint Hills Metropolitan Planning Organization
Schedule of Procedures and Findings
December 31, 2022**

Procedure #1: Tie the total cash per books at year end to source documents and review the bank reconciliation for the last month of the year. Confirm that the bank reconciliations are being approved and completed in a timely manner.

No exceptions were found as a result of applying this procedure.

Procedure #2: Reconcile the year-end cash balance as shown on the balance sheet to:

- a. Demand deposits at the organizations bank
- b. Time deposits at the organizations bank
- c. Investments in US Treasury bills and other cash/investment accounts

No exceptions were found as a result of applying this procedure.

Procedure #3: Using the last bank statement of the year, compare the total deposits in excess of FDIC insurance to securities pledged to secure the excess deposits, as evidenced by joint custody receipts. Confirm the pledged securities as of December 31, 2022, and determine they are adequately secured.

No exceptions were found as a result of applying this procedure.

Procedure #4: 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 organizations official depository.

No exceptions were found as a result of applying this procedure.

Procedure #5: Tie out total interest from the bank confirmations to the organization's general ledger.

No exceptions were found as a result of applying this procedure.

Procedure #6: For a minimum of two separate months, 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.

Except for the following, no other exceptions were found as a result of applying this procedure:

1. *Finding:* Per inspection of the invoice for STIC of \$3,769.37 on 3/22/2022, this payment was received on 7/18/2022 but the payment was recorded as a new deposit and not applied to the invoice in QuickBooks resulting in the overstatement of income.
2. *Finding:* Per inspection of the deposit for KDOT reimbursement of \$4,282.47 on 7/18/2022, this deposit was actually payment for STIC invoices and should have been applied to the 1Q and 2Q STIC invoices rather than being recorded as a separate deposit for KDOT reimbursement.
3. *Finding:* Per inspection of the invoice for Flint Hills ATA of \$2,258.46 on 10/03/2022, the invoice was never sent to the customer and therefore payment was never received.
4. *Finding:* Per inspection of the invoice for STIC of \$1,931.92 on 10/03/2022, this payment was received on 1/17/2023 but the payment was recorded as a new deposit and not applied to the invoice in QuickBooks resulting in the overstatement of income.

Procedure #7: For approximately ten percent of the non-payroll cash disbursements, trace disbursements from the bookkeeping records to the: related invoice, bank statement, and cancelled check.

Except for the following, no other exceptions were found as a result of applying this procedure:

1. *Finding:* Per review of the 10 expenditure selections paid for by credit card or check for the year ended December 31, 2022, all selections were lacking formal approval by an individual other than the individual paying the disbursement and reconciling the bank statement.

**Flint Hills Metropolitan Planning Organization
Schedule of Procedures and Findings
December 31, 2022**

Procedure #8: For a minimum of one month compare the disbursements as recorded in the check register to an entry in the official minutes that approve the disbursements.

Except for the following, no other exceptions were found as a result of applying this procedure:

1. *Finding:* Per review of the board meeting minutes, previous months expenditures were not reported in the minutes.

Procedure #9: 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 encumbrance would include unpaid purchase orders and contracts. Evidence of accounts payable would include unpaid invoices and receiving reports.

No exceptions were found as a result of applying this procedure:

Procedure #10: Review the credit card policy and internal controls of the organization. For a minimum of two months, review the organizations credit card transactions and determine if approvals, expenditure procedures, and proper classification of expenditures were followed. In the agreed upon procedures report, describe the credit card procedure, if the credit card procedures and internal controls are being followed, and if the organizations credit cards are only in the name of the organization.

Credit Card Policy: Both Stephanie Peterson and Jared Tremblay have their own credit cards under the organization's name. Stephanie's credit card was closed when she left the organization in May. Monthly the credit card statements are sent to their bookkeeper who inputs all transactions into QuickBooks before the statement is paid via QuickBooks automatic payment. No prior approval required but the credit cards have a limit of \$2,000 which is under the board's approval threshold. Every receipt is kept and reported to KDOT quarterly for verification and reimbursement. Stephanie stopped working for FHMPO in May.

Except for the following, no other exceptions were found as a result of applying this procedure:

1. *Finding:* Per review of the 12/31/2022 credit card liability balance, the charges to Wix.com on 5/5 for \$149.00, Grasshopper.com on 6/1 for \$383.40 and Assoc. of Pedestr on 7/1 for \$585.00 were not recorded in QuickBooks. In addition the charge to Merchant Zip on 11/9 for \$27.39 was incorrectly recorded for \$16.78. This caused the 12/31 credit card liability balance to be understated by \$1,127.98.
2. *Finding:* Per review of the May and December credit card statements, three charges on the May credit card statement are lacking supporting receipts.

Procedure #11: Review payroll for a minimum of one month to determine that proper deductions and employer contributions are being remitted.

No exceptions were found as a result of applying this procedure.

Procedure #12: For the last month of the year review the payroll records for each employee to determine if a deduction for KPERS was made.

No exceptions were found as a result of applying this procedure.

Flint Hills Metropolitan Planning Organization
Schedule of Procedures and Findings
December 31, 2022

Procedure #13: 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:

- a. **Total cash receipts**
- b. **Total cash disbursements**
- c. **Encumbrances and accounts payable**
- d. **Ending unencumbered cash balance**

For variances larger than 25%, examine the variance, and document and report on the reason.

Except for the following, no other exceptions were found as a result of applying this procedure:

1. ***Finding:*** Per review of the Profit and Loss for 2022, expenses have decreased by \$68,585.01 which is a variance of -27.12%. This is due to the following:
 - a. A decline in supplies and materials expenses for projects like AARP due to the majority of the project being completed in prior years.
 - b. The misclassification of income in expenses accounts like counters/field equipment and STIC supplies resulting in the understatement of expenses.
 - c. A decline in health insurance premiums due to Stephanie only being on the policy through April and then after that it was only Jared on the policy.
 - d. A decline in wages due to Stephanie no longer being employed after the 5/6/2022 pay period.
2. ***Finding:*** Per review of the Profit and Loss for 2022, revenues have decreased by \$73,736.75 which is a variance of -29.28%. This is due to the following:
 - a. A decline in ATA reimbursement income due to Flint Hills ATA hiring a full-time planner and not needing as many services anymore.
 - b. A decline in KDOT reimbursement income due to fewer billable hours for the year due to not having Stephanie's hours to bill once she left in May.
3. ***Finding:*** Per review of the Balance Sheet as of December 31, 2022, A/P has increased by \$730.11 which is a variance of 253.96%. See Procedure #9 for testing and findings on the year end A/P balance.
4. ***Finding:*** Per review of the Balance Sheet as of December 31, 2022, Credit Cards have decreased by \$1,879.53 which is a variance of -212.49%. See Procedure #10 for testing and findings on the credit card liability balance being understated.

Procedure #14: For a minimum of two months, review the organizations balance sheet to determine that the ending cash balance is greater than or equal to zero.

No exceptions were found as a result of applying this procedure.

Procedure #15: For a minimum of two months, review the official minutes to determine that the minutes have been signed by the chairperson of the board of directors.

Except for the following, no other exceptions were found as a result of applying this procedure:

1. ***Finding:*** Per review of the board meeting minutes, no evidence of signature by the chairperson was noted.

Procedure #16: Review the organizations surety (fidelity) bonds to determine that all employees and officers entrusted with funds or property are covered by such a bond.

Except for the following, no other exceptions were found as a result of applying this procedure:

1. ***Finding:*** The organization determined that they are not required to have a surety (fidelity) bond. At this time the organization has decided not to obtain surety (fidelity) bond coverage for employees.

**Flint Hills Metropolitan Planning Organization
Schedule of Procedures and Findings
December 31, 2022**

Procedure #17: Review the general and entity specific compliance checklists.

No exceptions were found as a result of applying this procedure.



Flint Hills Metropolitan Planning Organization

206 Southwind Place, Suite 2B | Manhattan, KS | 66503
785.620.3070 | FHMPO@FlintHillsMPO.org
www.FlintHillsMPO.org

Policy Board Meeting

Wednesday, November 15, 2023

3:30 pm

In Person:

Groesbeck Room
Manhattan Public Library
629 Poyntz Ave
Manhattan, KS 66502

Virtual:

Zoom meeting
Meeting ID: 919 154 6755
Passcode: 148813

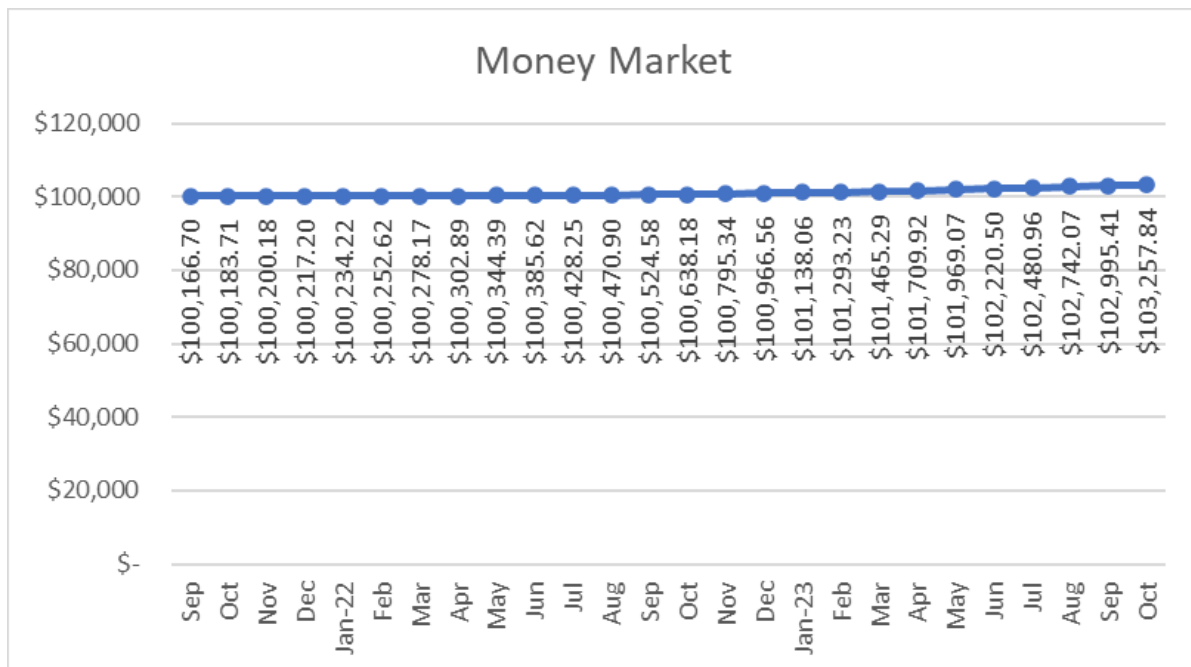
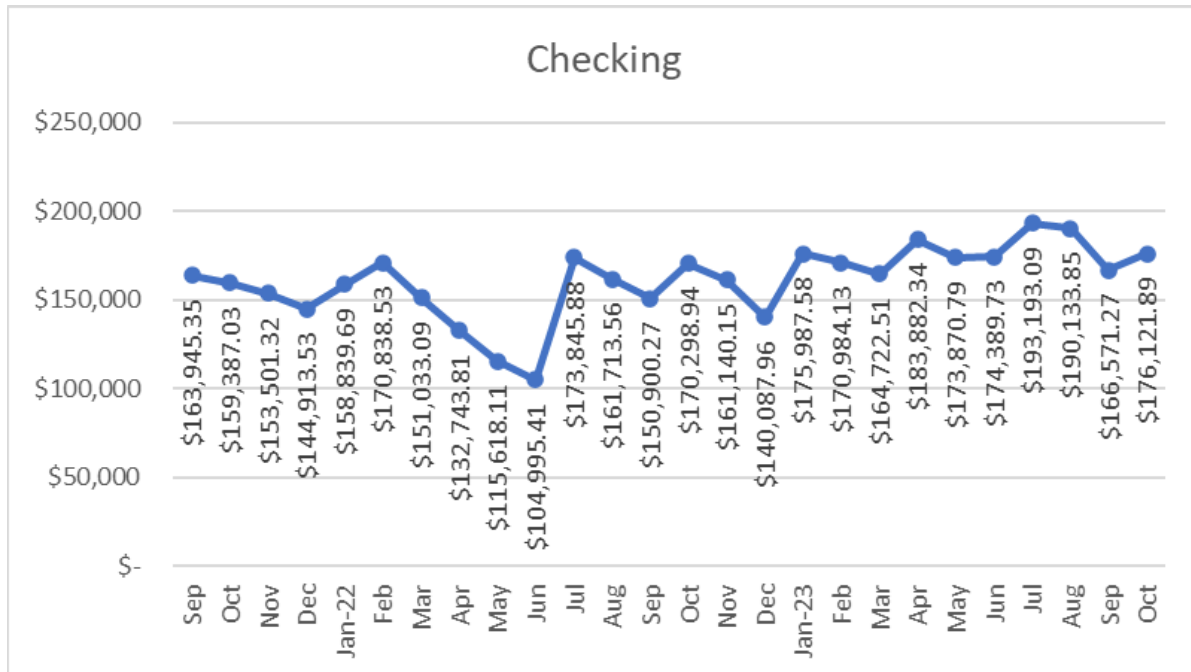
1. Welcome
2. Public Comment Opportunity (for items not on the agenda)
3. Financial Update
 - As of 11/6/2023: \$163,837.80 in checking, \$103,257.84 in money market account
 - Monthly statement balances
4. Staff Updates
 - SRTS
 - EV Readiness Plan
 - IRS 2020
5. KDOT Update:
6. **ACTION ITEM:** Approval of the October 18, 2023 Meeting Minutes
7. **ACTION ITEM:** Approval of the 2024 COLA
8. **ACTION ITEM:** Approval of 2024 Unified Planning Work Program (UPWP)
9. **ACTION ITEM:** Approval of the Operations Manual November 2023 Update
10. **ACTION ITEM:** Approval of the 2022 Audit Report
11. **EXECUTIVE SESSION:** Planning Manager Back Pay

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.

11. Motion for Adjournment

Next Meeting December 20, 2023, Groesbeck Room, Manhattan Public Library

Monthly Statement Balances





Flint Hills Metropolitan Planning Organization

206 Southwind Place, Suite 2B | Manhattan, KS | 66503
 785.620.3070 | FHMPO@FlintHillsMPO.org
 www.FlintHillsMPO.org

Policy Board Meeting

Wednesday, October 18, 2023

3:30 pm

Manhattan Public Library – Groesbeck Room

Zoom – Meeting ID: 919 154 6755 passcode: 148813

VOTING MEMBERS PRESENT		
x	Keith Ascher	Geary County Commission
x	Ryne Dowling	KS Dept of Transportation
x	Linda Morse	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		
	Matt McDonald	Federal Highway Admin.
x	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		
	Allison Smith	KDOT
	Michael Moriarty	KDOT

1. Welcome

- The Policy Board meeting was called to order at 3:34p by chairperson Ronna Larson

2. Public Comment Opportunity (for items not on the agenda)

3. Financial Update

- Jared Tremblay gave an overview of the accounts and noted no changes save for interest in the money market account, and standard transactions in the checking. As of 10.10.2023 there was \$160,971.29 in checking, but in the week since then the KDOT Q3 reimbursement has cleared the bank and the balance is back above \$190,000. The money market account has \$102,995.41.
- Jared Tremblay then showed a series of charts plotting the MPO account balances over the last 24 months.

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4. Staff Updates

- TDM: Jared Tremblay gave an update of the process on-going with the Transportation Demand Model (TDM), stating that the consultant is finalizing work on the 2022 Base Year model. This work should be done in November. From there future scenarios will be run based on meetings and data from local planning staffs.
- SRTS: Jared Tremblay noted that the report is complete and has been sent to City and USD staff for review and adoption. He will be giving a presentation to the USD board on November 1st. He noted that once adopted, the City and USD will be eligible to apply for KDOT TA grants.
- EV Readiness Plan: Jared Tremblay noted that he is working on the RFP for the plan, and that the RFP will go out on 1.2.2024 so as to leverage 2024 UPWP funding.
 - John Ford noted the need for Evergy to be a partner, to which Mr. Tremblay agreed.
 - Allison Smith of KDOT stated that she will supply Evergy contacts
 - Keith Ascher asked questions on how many megawatts of power will be needed and that this region is a lower priority for Evergy than their service areas to the east.
 - Jared Tremblay noted that the EVRP will look at these questions and hopefully will apply a scenario approach, asking what needs are required if X% of vehicles become EVs in X years.
 - John Ford brought up his interest in having Exit 313 be a potential EV charging site. There was discussion about the issues with utilities at the location.
 - Allison Smith noted that to be eligible for NEVI funding for chargers, potable water, wifi, restrooms, food and things to do are required, and Exit 313 doesn't meet any of these.

5. KDOT Update:

- Ryne Dowling noted that UPWP Amendment #3 had been reviewed
- Mike Moriarty stated that KDOT had completed all in-person local consult meetings. There will be one virtual meeting to be held on Oct. 24th, 2023 at 5p. After this meeting, KDOT will release a summary of the local consult process by the end of November. He noted statewide there have been over 1,000 attendees.

6. **ACTION ITEM:** Approval of the August 16th, 2023 Meeting Minutes

- John Ford motions and Linda Morse seconded. The motion passed unanimously.

7. **ACTION ITEM:** Approval of 2023 Unified Planning Work Program (UPWP) Amendment #3

- Jared Tremblay introduce the UPWP and went over the changes. He noted specifically that funds were being adjusted based on review of the budget after the 3rd Quarter billing. He also noted the Wamego Sidewalk Master Plan update.
- Keith Ascher motioned and John Ford seconded. The motion passed unanimously.

8. **DISCUSSION ITEM:** KDOT Carbon Reduction Program (CRP)

- Allison Smith presented slides on KDOT's new CRP, and how those funds identified for the FHMPPO area for FY 2022 & 2023 (~\$305,000) will be spent. Specifically, she noted the two EV charging proposals from the region, once each from Junction City and K-State, that had a total funding request of over \$750,000.
- Keith Ascher asked about how funding would be split since more was requested than is available. Could the projects be made smaller, two charges each, to fund both.
- Allison Smith stated that could not happen as there are requirements for four chargers, however the projects have not been scored yet. It could end up one project is chosen over the others.
- John Ford asked if BIL funding will actually come through to KDOT considering the issues in Congress and the hold up of the appropriations funding.
- Allison Smith replied that the funding for FY 2022 & 2023 has been awarded and can be spent. Future calls for projects will open in spring of 2024, and KDOT is assuming the funding will be there by then. There will be a series of webinars for guidance. Projects can include ITS updates; more than just EV charging and sidewalks. She will send out FHWA fact sheet/guidance document.
- There was general discussion about local government involvement in EV charging and level of interest from private companies, to which Allison Smith noted that the NEVI RFP received many private applications. Further, she stated as both Love's & Caseys gas stations are very interested in EV charging.

9. **EXECUTIVE SESSION:** Planning Manager Review

- Linda Morse moved to hold a 15-minute executive session. All non-voting members left the room

10. **DISCUSSION ITEM:** 2024 Unified Planning Work Program (UPWP)

- Jared Tremblay gave an overview of the future 2024 UPWP, and noted the new line item 3.5 Complete Street. This new line item must account for at least 2.5% of planning budget.
- Local Match: Jared Tremblay noted the updated 2024 UPWP has a slightly higher budget but lower local match as the 2.5% Complete Streets work is covered at 100% by CPG funds. Therefore, the final 2024 request will be lower than May 2023 estimate as required.
- 2024 COLA: Jared Tremblay went over a table showing the 2024 COLA percentages of all local FHMPO members and asked for guidance on what the COLA for the FHMPO should be set at.
- The Board was in favor of a 5% COLA, which will be used to update the 2024 UPWP budget. Additionally, the Board will vote to formally approve the 5% COLA at the November 2023 meeting.

11. **DISCUSSION ITEM:** Operations Manual – Federal Holidays

- Jared Tremblay noted that with Juneteenth becoming a federal holiday, the MPO should align their policy. He suggested removing Columbus Day and adding Juneteenth.
- John Ford suggested instead to just add Juneteenth as a holiday, and keep Columbus Day as most institutions will not be open those days. This would provide for 13 holidays.
- The Board will vote on this at the November 2023 meeting

12. **DISCUSSION ITEM:** 2022 Audit Report

- Jared Tremblay gave an overview of the auditor's report and noted specifically that the comments refereeing to STIC items were due to lack of communication between him and the bookkeeper. This has been remedied. He then noted that the item noted three missed receipts is an error, as those receipts are accounted for. He stated he had spoken to the auditor and none of the findings were considered large issues.
- The Board requested to address one comment, that the minutes note the Chairperson.
- The Board will formally vote to approve the audit at the November 2023 meeting.

13. Motion for Adjournment

- The meeting was adjourned at 5:09p

Next Meeting November 15, 2023

	2024	
	COLA	Longevity / STEP
MHK	4.0	2.0
JC	6.0	
RL	5.0	2.0
PT	5.0	0.5
GE	1.0	2.0
WAM		
Social Security	3.0	
Average	4.2	1.6
Avg w/o GE	5.0	
Avg w/SS	4.0	
MPO		0.5*

Wamego provides merit increases every 18 months

PT County providing 4% merit for employees hitting 5, 10, 15, 20 anniversaries

* MPO provides a 2% merit increase every two years, when budget allows, and per satisfactory performance. Included in odd year budgets only

▲ B. Holidays

Listed below are the holidays that are observed by the MPO. If the holiday falls on a weekend, the holiday will be observed on either the Friday before or Monday following

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve*
- Christmas Day*

Employees may elect to use either of the starred (*) holidays to celebrate another religious holiday. This should be communicated with the employee's supervisor in advance and reflected appropriately on the employee's timesheet.

Salaried employees receive full pay for these holidays. Part-time employees do not receive holiday pay.



VONFELDT, BAUER & VONFELDT, CHTD
Certified Public Accountants

2306 Anderson Ave
Manhattan, KS 66502

Telephone: (785) 320-2555
Fax: (785) 371-1665

INDEPENDENT ACCOUNTANT'S REPORT

To the Board of Directors of Flint Hills Metropolitan Planning Organization:

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Flint Hills Metropolitan Planning Organization
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December 31, 2022

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Procedure #12: For the last month of the year review the payroll records for each employee to determine if a deduction for KPERS was made.

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Flint Hills Metropolitan Planning Organization
Schedule of Procedures and Findings
December 31, 2022

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Except for the following, no other exceptions were found as a result of applying this procedure:

1. ***Finding:*** Per review of the Profit and Loss for 2022, expenses have decreased by \$68,585.01 which is a variance of -27.12%. This is due to the following:
 - a. A decline in supplies and materials expenses for projects like AARP due to the majority of the project being completed in prior years.
 - b. The misclassification of income in expenses accounts like counters/field equipment and STIC supplies resulting in the understatement of expenses.
 - c. A decline in health insurance premiums due to Stephanie only being on the policy through April and then after that it was only Jared on the policy.
 - d. A decline in wages due to Stephanie no longer being employed after the 5/6/2022 pay period.
2. ***Finding:*** Per review of the Profit and Loss for 2022, revenues have decreased by \$73,736.75 which is a variance of -29.28%. This is due to the following:
 - a. A decline in ATA reimbursement income due to Flint Hills ATA hiring a full-time planner and not needing as many services anymore.
 - b. A decline in KDOT reimbursement income due to fewer billable hours for the year due to not having Stephanie's hours to bill once she left in May.
3. ***Finding:*** Per review of the Balance Sheet as of December 31, 2022, A/P has increased by \$730.11 which is a variance of 253.96%. See Procedure #9 for testing and findings on the year end A/P balance.
4. ***Finding:*** Per review of the Balance Sheet as of December 31, 2022, Credit Cards have decreased by \$1,879.53 which is a variance of -212.49%. See Procedure #10 for testing and findings on the credit card liability balance being understated.

Procedure #14: For a minimum of two months, review the organizations balance sheet to determine that the ending cash balance is greater than or equal to zero.

No exceptions were found as a result of applying this procedure.

Procedure #15: For a minimum of two months, review the official minutes to determine that the minutes have been signed by the chairperson of the board of directors.

Except for the following, no other exceptions were found as a result of applying this procedure:

1. ***Finding:*** Per review of the board meeting minutes, no evidence of signature by the chairperson was noted.

Procedure #16: Review the organizations surety (fidelity) bonds to determine that all employees and officers entrusted with funds or property are covered by such a bond.

Except for the following, no other exceptions were found as a result of applying this procedure:

1. ***Finding:*** The organization determined that they are not required to have a surety (fidelity) bond. At this time the organization has decided not to obtain surety (fidelity) bond coverage for employees.

**Flint Hills Metropolitan Planning Organization
Schedule of Procedures and Findings
December 31, 2022**

Procedure #17: Review the general and entity specific compliance checklists.

No exceptions were found as a result of applying this procedure.



Flint Hills Metropolitan Planning Organization

206 Southwind Place, Suite 2B | Manhattan, KS | 66503
785.620.3070 | FHMPO@FlintHillsMPO.org
www.FlintHillsMPO.org

Policy Board Meeting

Wednesday, December 20, 2023

3:30 pm

In Person:

Groesbeck Room
Manhattan Public Library
629 Poyntz Ave
Manhattan, KS 66502

Virtual:

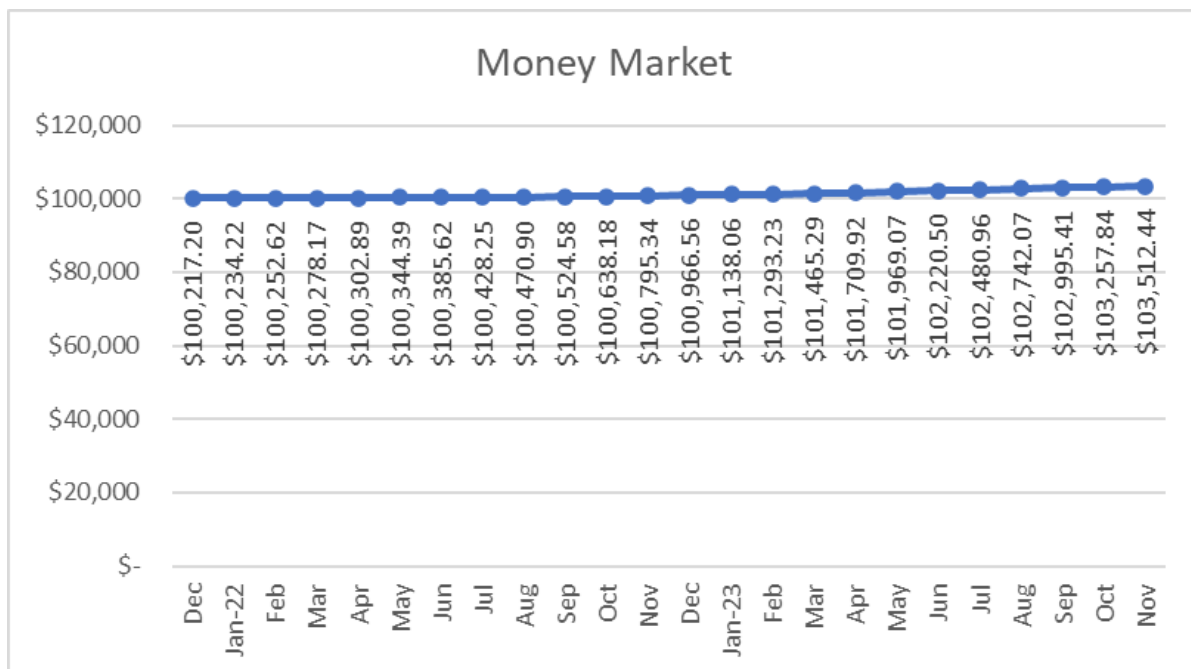
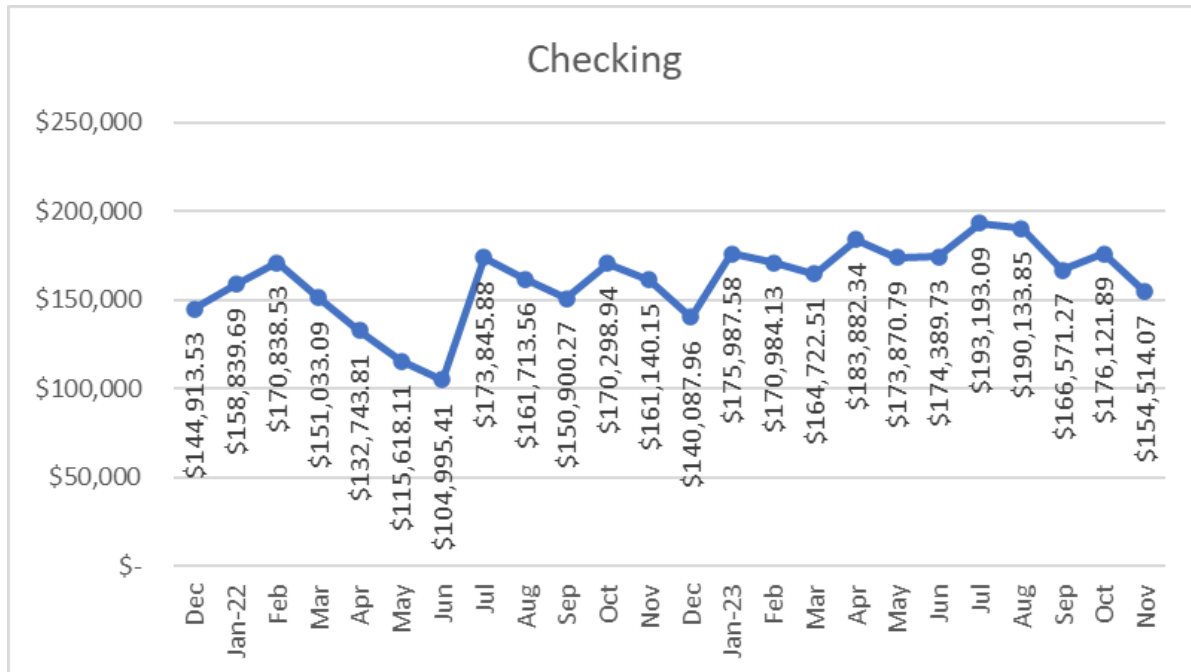
Zoom meeting
Meeting ID: 919 154 6755
Passcode: 148813

1. Welcome
2. Public Comment Opportunity (for items not on the agenda)
3. Financial Update
 - As of 12/13/2023: \$137,487.02 in checking, \$103,512.44 in money market account
 - Monthly statement balances & Large credits
4. Staff Updates
5. KDOT Update:
6. **ACTION ITEM:** Approval of the November 15, 2023 Meeting Minutes
7. **ACTION ITEM:** Approval of the 2024 Transportation Improvement Program (TIP) Amendment #1
8. **ACTION ITEM:** Approval of 2023 Urbanized Area Boundary
9. **DISCUSSION ITEM:** FY 2018-2020 IRS Tax Issues
10. **DISCUSSION ITEM:** Safety Performance Measure Update
11. **DISCUSSION ITEM:** US24 & Flush Presentation
12. **DISCUSSION ITEM:** Operations Manual Updates
13. Motion for Adjournment

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.

Next Meeting January 17, 2023, Groesbeck Room, Manhattan Public Library

Monthly Statement Balances



Large Credits:

Transportation Demand Model: Warner Transportation Consulting

September 28: Invoice 7	\$11,600
Oct. 18 (ACH)	\$5,000
Nov. 1 (Cashier's check)	\$6,505
December 8: Invoice 8	\$7,910
December 12 (Cashier's check)	\$7,915
Total:	\$19,520
• Contract:	\$44,580
• UPWP budget:	\$50,000 (\$25k in 2023)



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Policy Board Meeting

Wednesday, November 15, 2023

3:30 pm

In Person:

Groesbeck Room
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 629 Poyntz Ave
 Manhattan, KS 66502

Virtual:

Zoom meeting
 Meeting ID: 919 154 6755
 Passcode: 148813

VOTING MEMBERS PRESENT		
	Keith Ascher	Geary County Commission
x	Michael Moriarty	KS Dept of Transportation
x	Linda Morse	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		
	Matt McDonald	Federal Highway Admin.
x	Owen Washburn	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	

1. Welcome

- The Policy Board meeting was called to order at 3:30p by chairperson Ronna Larson

2. Public Comment Opportunity (for items not on the agenda)

3. Financial Update

- Jared Tremblay gave an overview of the accounts and noted no changes save for interest in the money market account, and standard transactions in the checking. As of 11.6.2023 there was \$163,837.80 in checking account. The money market account has \$103,257.84.

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- Jared Tremblay then showed a series of charts plotting the MPO account balances over the last 24 months.

4. Staff Updates

- SRTS: Jared Tremblay informed the Board that the report was completed and he had presented to the USD 383 Board on Wed. Nov. 1st. The USD adopted the plan. He noted the City of Manhattan is expected to adopt the plan as a consent agenda item at their Nov. 22nd meeting.
- EV Readiness Plan: Jared Tremblay noted the RFP for the EVRP is in the final stages with KDOT and City of Manhattan providing feedback. The RFP will go out on Jan. 2, 2024.
- IRS 2020: Jared Tremblay noted the MPO had received a series of letters from the IRS in regards to back payments for FY 2018 and 2019. He noted he sent a letter outlining the history of this event and that forms for those years were sent to the IRS based upon a request from an IRS agent, and using the MPO's EIN. However, during those FYs, the MPO was under the City of Manhattan's EIN and therefore there was no mistake or issue.
- PPP: Jared Tremblay noted he had attended a meeting in Topeka about the USDOT & DOD Power Projection Platform (PPP). This meeting discussed the data and findings on the route from Ft. Riley's 12th St. Gate south to Port Arthur, TX. He noted the first 14 miles of the 860+ mile route is within the MPO area.
- US-24 & Flush Rd: Jared Tremblay noted he had received the final study from KDOT; however, the study is restricted. He will be presenting the key findings and recommendations to the PT County Commissioners on Monday, Nov. 20 and to the City of St. George on Wed. Nov. 29th.

5. KDOT Update:

- Mike Moriarty stated discussed more details of KDOT's work on the PPP with Kimley-Horn consultants, and noted the work is going well. He also thanks the Policy Board members for attending Local Consult and was pleased with the turnout and input received.

6. **ACTION ITEM:** Approval of the October 18th, 2023 Meeting Minutes

- John Ford motions and Linda Morse seconded. The motion passed unanimously.

7. **ACTION ITEM:** Approval of the 2024 COLA

- Jared Tremblay noted the information provided was the same as from the October meeting and that the 5% COLA had been agreed upon, and this item was simply for formal adoption.
- Linda Morse motioned to approve the 5% COLA for 2024, with John Ford seconding. The motion passed unanimously.

8. **ACTION ITEM:** Approval of 2024 Unified Planning Work Program (UPWP)

- Jared Tremblay gave a brief overview of the 2024 UPWP, which he noted was unchanged from the October meeting with the exception of adding in the 5% COLA. He again noted the 2.5% of budget required for Complete Streets and that this work will be funded at 100%.
- Linda Morse motioned and John Ford seconded. The motion passed unanimously.

9. **ACTION ITEM:** Approval of the Operations Manual November 2023 Update

- Jared Tremblay noted the updated Operations Manual wording for Holidays, which was updated to include Juneteenth, per the Policy Board's instruction in the October 18th 2023 meeting. This addition brings the MPO paid holidays to 13 days.
- Linda Morse motioned and John Ford seconded. The motion passed unanimously.

10. **ACTION ITEM:** Approval of the 2022 Audit Report

- Jared Tremblay gave a brief overview of the report, and noted that this topic was discussed in detail at the October 18th, 2023 meeting.
- Linda Morse had a series of questions, which Mr. Tremblay answered, noting the auditor had no large concerns.
- Anne Smith noted that MPO could benefit from documenting financial procedures, and thus in the future, prevent 'findings'.
- Linda Morse noted that could provide a safety net and barrier for the MPO
- John Ford motioned to approve and Linda Morse seconded. The motion passed unanimously.

11. **EXECUTIVE SESSION:** Planning Manager Back Pay

- Linda Morse moved to hold a 5-minute executive session to begin at 4:00p. All non-voting members left the room
- The meeting was called back to order at 4:05p.
- John Ford moved to pay the Planning Manager \$1,961.54 in back pay for 12 pay periods in 2022 and early 2023 when he was working alone. Linda Morse seconded, and the motion passed unanimously.

12. Motion for Adjournment

- The meeting was adjourned at 4:12p

Next Meeting December 20, 2023

- Urbanized Area (UZA) - US Census
- Urban Area Boundary - FHWA
- MPO Boundary

