



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, September 21, 2022
Manhattan Public Library – Study Room 1
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 9/13/2022: \$157,935.35 in checking, \$100,470.9 in money market account.
4. Staff Updates
 - Short Term Disability
 - 2021 Audit
 - 2023 UPWP
5. KDOT Update: Available on KDOT's website, [here](#)
6. **Action Item:** Approval of the July 20, 2022 Meeting Minutes
7. **ACTION ITEM:** Approval of Amendment #3 to the Transportation Improvement Program
8. **ACTION ITEM:** Approval of 2022 Limited English Proficiency Plan
9. **ACTION ITEM:** Approval of 2022 Title VI Program Guidance
10. Motion for Adjournment

Next Meeting October 19, 2022



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**Policy Board Meeting Minutes
 June 15, 2022 3:30pm**

Manhattan Public Library – Study Room 1 & via Zoom

VOTING MEMBERS PRESENT		
x	Keith Ascher	Geary County Commission
x	Matt Messina	KS Dept of Transportation
x	Linda Morse (alt)	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.
X	Wilford Rose (Alt)	Fort Riley Representative
	Eva Steinman	Federal Transit Admin.
x	Anne Smith	Flint Hills ATA

Staff Present		
x	Jared Tremblay	MPO
x	Courtney Wise	MPO

Guests Present	
Ryne Dowling	KS Dept of Transportation

1. Welcome

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

2. Public Comment Opportunity

- Billy Rose noted that Ogden had submitted a DCIP grant application for Riley Ave.
- Linda Morse & John Ford noted they both wrote letters of support for the Ogden project

3. Financial Update

- Jared Tremblay gave a brief update of the financial accounts, with statements included on the public agenda.

4. Staff Updates

- Jared Tremblay noted the CPG agreement had been signed and executed on July 7th. With this agreement the MPO will be reimbursed for the 1st and 2nd quarter billings submitted to KDOT. Ryne Dowling stated the billings are being processed and funds should be wired within 3-5 business days.
- Jared Tremblay brought up the termination of the FHMPPO's short-term disability and term-life insurance by AICK on July 31st, due to the lack of a second full-time employee voids the group (2+ people) contract. Linda Morse asked about what happens when a 2nd person is hired. Billy Rose noted this is very important to have both types of insurance. He recommends the board write a letter or memorandum that states this is a state organization and we have intent to hire a second employee. Linda Morse noted the Regional Council had the same issue and there was no room for negotiation. Cecelie Cochran noted she was in the same position in her former position at an MPO, and since the MPO was a government entity it was understood the position will be fulfilled. It was decided Jared would write a letter and send to Matt and John Ford to review before sending to AICK.
- Jared Tremblay noted the LEP & Title VI documents are out for public comment and will be presented to the board at the September meeting.

5. Discussion Items: KDOT Update

- Matt Messina recommended we update the Policy Board and TAC agenda KDOT link to KDOT homepage.
- Matt Messina noted the recent Infrastructure Hub meeting held last week in Wichita. There is a considerable amount of info that was taken in by KDOT. Once that information is summarized and documented, KDOT will be sending summary information out when ready. Matt Messina recommended the MPO and members take advantage of the Infrastructure Hub to leverage funding and resources available through the BIL.
- John Ford noted two RL County employees attended and he will be sending back materials and summaries. John requested MPO staff send out the materials to members.
- There was discussion about lesson learned and how to disseminate and share information. Matt Messina noted he favored the idea of sharing the consolidated summary at a Policy Board meeting in the future, as a discussion item.
- Anne Smith mentioned the July 19th, meeting in Alma that hosted Christopher Coes, Principal Deputy Assistant Secretary at USDOT Office of the Secretary. Jared Tremblay noted the meeting was a listening session for USDOT to hear issues and concerns from rural organizations and governments. In addition, the Secretary answered questions and gave information on how USDOT will be distributing BIL funding. Anne Smith posted a link to information (<https://www.transportation.gov/dot-navigator>), and mentioned one key topic discussed was potential changes to the local match funding for rural locations.
- John Ford noted how difficult it is to keep pace with changes & programs.
- Jared Tremblay mentioned FHWA Navigator tool promoted by Secretary Coes, Cecelie Cochran will email a link to board members.

- Keith Ascher asked Matt Messina about Geary County projects in the next few years, after a recent call from a constituent. Matt Messina noted a KDOT district office would be the point of contact. John Ford noted the KDOT lead safety meeting on Thursday July 21st, starts at 1p and ends at 3p, at Riley County Public Works facility. Jared Tremblay noted he would send GE county projects to Mr. Ascher. Linda requested City of Manhattan staff be included in the meeting and John Ford state he will forward the information.

6. Action Item: Approval of the June 15, 2022 Meeting Minutes

- Jared Tremblay noted the change date in the header for the June 15th, 2022 minutes from April 20, 2022 to June 15, 2022.
- Matt Messina motioned to approve with the corrected dates; Ronna Larson seconded. Motion passed 4-0.

7. Discussion Item: Position Advertising

- Jared Tremblay noted the amount spent on advertising the position as shown in the attachment
- John Ford asked about subscription timelines for each site.
- John Ford noted there are four applications, and Matt Messina noted there is one qualified
- Matt Messina noted issues with Indeed.com and the cost associated with it for not getting qualified applications. Anne noted that this is common with Indeed.com. Matt Messina noted the lack of time given to resume review (24 hours to accept or reject) before payment is triggered.
- John Ford requested a 15-minute executive session at 3:55pm. Linda Morse seconded the motion. Motion passed unanimously.
- At 4:13pm John Ford motioned to end the executive session with action based on the discussion in the executive session. Keith Ascher seconded. Motion passed 5-0.
- John Ford asked that a time be set up time to interview Jared Tremblay for the Director position. John requested the time to be outside of standard work hours. Jared Tremblay will set up a doodle poll to find a date and time that works for members of the board as needed, with goal of interviewing the weeks of Aug. 8th through August 19th, 2022.
- There was discussion about having the interview in person with option for zoom.
- John Ford asked about continued advertising of the Director position.
- Matt Messina noted he will end the Indeed contract in the next day or two.
- John Ford asked about the need for an August meeting if the only order of business was the hiring process, which with the interview planned could be suspended.
- Matt Messina asked how the upcoming UPWP draft would be discussed by the board if no meeting was to be held. John Ford recommended it be sent via email instead of at the August meeting, allowing the members to look over the document at their leisure, with comments back before August 31st.

8. Motion for Adjournment

- John Ford stated that the Board would meet on August 17th, 2022 to discuss the status of the hiring process. Matt Messina made a motion at 4:41 to adjourn. Ronna Larson seconded. Motion passed 5-0.