



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 17, 2024
3:30 pm

In Person:

Auditorium
Manhattan Public Library
629 Poyntz Ave
Manhattan, KS 66502

Virtual:

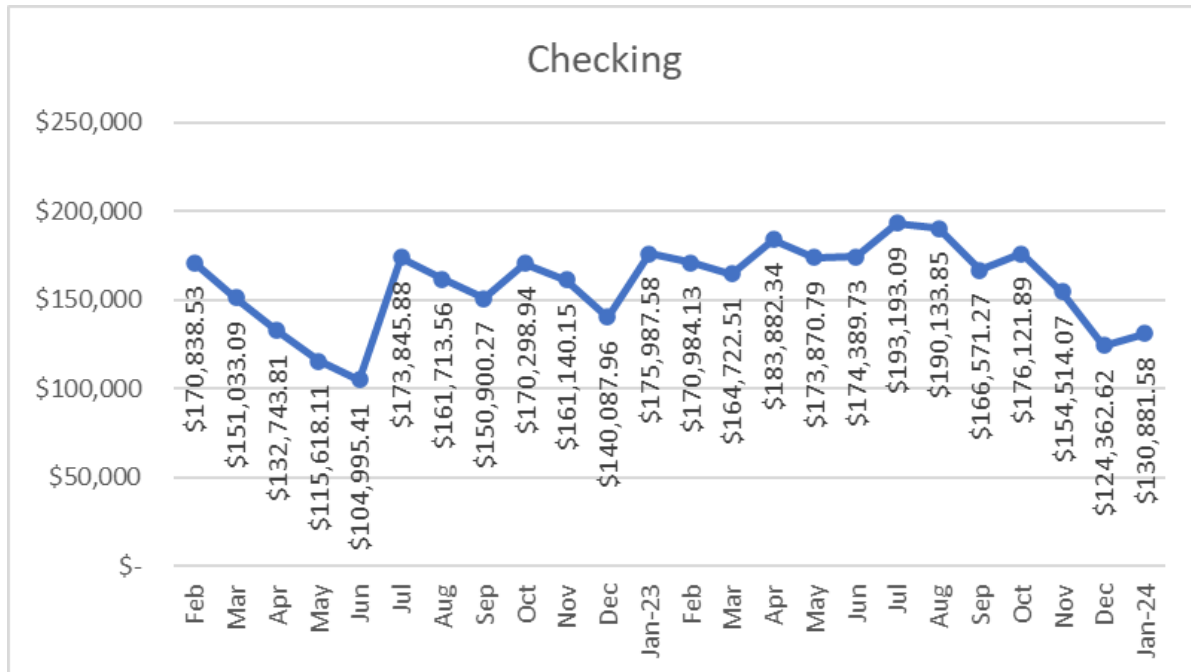
Zoom meeting
Meeting ID: 919 154 6755
Passcode: 148813

1. Welcome
2. Public Comment Opportunity (for items not on the agenda)
3. Financial Update
 - As of 1/10/2023: \$130,881.58 in checking, \$103,776.19 in money market account
 - Monthly statement balances
4. Staff Updates
 - Quarterly Reconciliation
 - Quarterly Leave & Comp Time Summary
5. KDOT Update:
6. **ACTION ITEM:** Approval of the December 20, 2023 Meeting Minutes
7. **ACTION ITEM:** Approval of the 2024 Unified Planning Work Program (UPWP) Amendment #1
8. **ACTION ITEM:** Approval of Preservation – Transit Performance Measures
9. **ACTION ITEM:** Approval of Operations Manual Updates
10. **DISCUSSION ITEM:** 2023 End-of-Year Expenditures Report & Carryover
11. **DISCUSSION ITEM:** IRS update
12. Motion for Adjournment

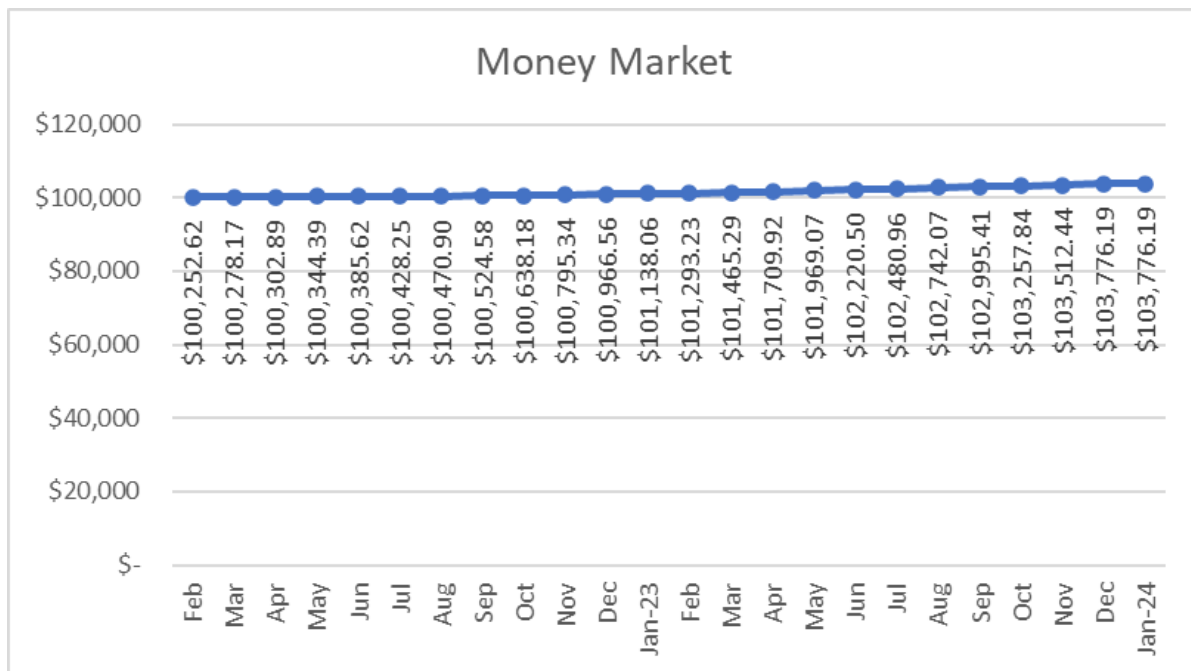
Special Accommodations: Please notify the MPO at (785) 620-3070 or FHMPO@FlintHillsMPO.org at least 72 hours in advance if you require special accommodations to attend this meeting. We will make every effort to meet reasonable requests. The MPO does not discriminate against anyone on the basis of race, 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 February 21, 2023, Groesbeck Room, Manhattan Public Library

Monthly Statement Balances



* Q4 2023 KDOT reimbursement for \$58,207.22 should be deposited in Jan. or early Feb.





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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	Jeff Underwood	Junction City Commission
x	John Ford	Riley County Commission
	Clifford Baughman	Wamego City Commission
NON-VOTING MEMBERS PRESENT		
	Matt McDonald	Federal Highway Admin.
	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		
	Michael Moriarty	KDOT
	Eleanor Matthis	KDOT

1. Welcome

- The Policy Board meeting was called to order at 3:30p by vice-chairperson John Ford

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 12.13.2023 there was \$137,487.02 in checking account. The money market account has \$103,512.44. He noted that in the week since, the checking account had dropped by about another \$5,000 due to a bill for the TDM.

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- Jared Tremblay then showed a series of charts plotting the MPO account balances over the last 24 months.
- He also highlighted the TDM expenses for 2023, noting that the FHMPPO had spent \$19,520 out of the \$44,580 in the contract. He noted that there had been payment issues using ACH and the bank, and so in order to pay the consultant in a timely manner, cashier's checks are used, despite the \$5 fee.

4. Staff Updates

- None given

5. KDOT Update:

- Ryne Dowling noted the 2024 UPWP was approved by FHWA on Dec. 7th. He also noted he will be out on paternity leave beginning Friday, and Eleanor Matthis will be filling in as the point of contact.
- Mike Moriarty noted the feedback summaries from Local Consult will be ready in January.

6. **ACTION ITEM:** Approval of the November 15th, 2023 Meeting Minutes

- Jeff Underhill motioned and Linda Morse seconded. The motion passed unanimously.

7. **ACTION ITEM:** Approval of the 2024 Transportation Improvement Program (TIP) Amendment #1

- Jared Tremblay gave an overview of the summary of changes, including two project additions and other updates. He showed the project maps as well as noted the overall funding and breakouts by section.
- Jeff Underhill motioned and Linda Morse seconded. Motion passes unanimously.

8. **ACTION ITEM:** Approval of 2023 Urbanized Area Boundary

- Jared Tremblay showed the updated UAB map and noted that both Junction City and Manhattan have their own UAB, and for the first time they are adjoined now on Ft. Riley.
- Ryne Dowling noted this is a requirement for FHWA and goes along with the updated census information.

- Jeff Underhill motioned and Linda Morse seconded. The motion passed unanimously.

9. **DISCUSSION ITEM:** FY 2018-2020 IRS Tax Issues

- Jared Tremblay presented on the timeline of issues the FHMPO has had with the IRS in regards to FY 2018 and 2019. He laid out all IRS requests and FHMPO responses, and expressed how this issue originally came about due to errors created by Heartland Payroll in July of 2020. He noted that the IRS is now requesting back payments with late fees. He has continued to inform the IRS that taxes for FY 2018 and 2019 were paid at the proper time under the City of Manhattan's EIN, who was the fiscal agent.
- Jared Tremblay stated he is not sure where to go from here, and was thinking of getting an attorney.
- John Ford expressed his views that the FHMPO has exhausted its resources on this, and that the Board should contact state and federal representatives to help work with the IRS.
- Linda Morse agreed.
- John Ford stated he will send an email putting FHMPO staff in contact with state and/or federal representative offices.

10. **DISCUSSION ITEM:** Safety Performance Measure Update

- Abigail Danner presented the 2022 crash data for the region. She provided details on the data for each of the five FHWA Safety Performance Measures, noting the region is only meeting one current target (Non-vehicular fatalities and serious injuries).
- Jared Tremblay noted that an update and new targets were not required, but the FHMPO felt it important to show the information annually.
- Abigail Danner continued by highlighting several heat maps with corresponding projects meant to address these issues.
- Jared Tremblay noted this is the point of the Performance Measures; to identify areas of concern, then find and build projects that solve these issues, and then continue data analysis to see impact.

11. **DISCUSSION ITEM:** US24 & Flush Presentation

- Jared Tremblay walked through the presentation he gave the PT County Commission and the City of St. George in regards to the KDOT US-24 & Flush Rd Safety Report. He highlighted the analysis performed in the report and each of the short and intermediate-term recommendations.
- He gave detail about the recommended Median U-Turn (MUT) project and noted that this is just a recommendation, and does not mean the project will be built.
- Linda Morse questioned if this would just move traffic to other intersections.

12. **DISCUSSION ITEM:** Operations Manual Updates

- Jared Tremblay noted that he had gone back through the Operation Manual and updated several items in regards to findings from the 2022 audit.
- John Ford requested the updates be reviewed and approved by the Policy Board at the January meeting.

13. **Motion for Adjournment**

- The meeting was adjourned at 4:38p

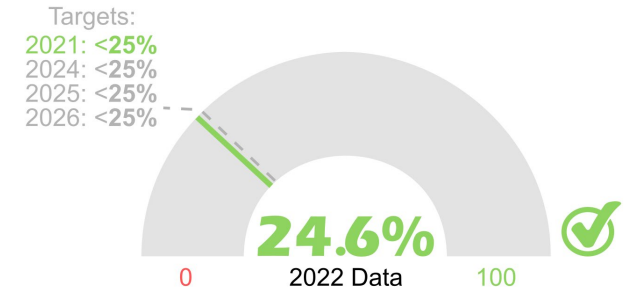
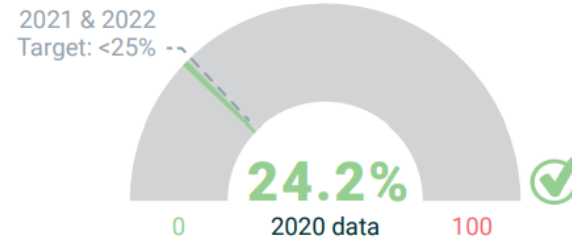
Next Meeting January 17, 2024

Connect 2040

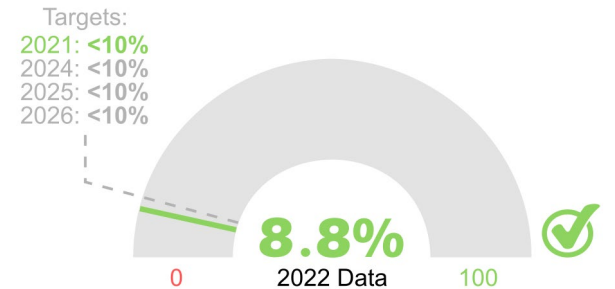
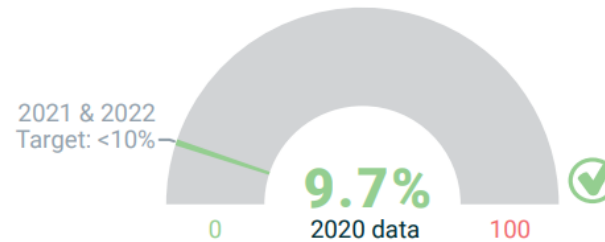
2023 Update

PM 9: % of revenue vehicles exceeding their useful life benchmark (ULB)
Useful life benchmark is the expected life cycle of a transit asset. Our region has several smaller transit providers that provide transportation services to their clients, while the ATA Bus provides the general public with transit services. Our goal is to have less than 25% of all of our transit vehicles meeting or exceeding their useful life. A majority of the vehicles exceeding their ULB are vehicles owned by smaller transit providers.

ULB: 150,000+ miles & 5+ years in age



PM 10: % of transit fleet with more than 200,000 odometer miles
In total, our region has 62 transit vehicles in service by the smaller transit providers and ATA Bus. Of these, six (6) exceed more than 200,000 odometer miles. The goal is to have less than 10% of the fleet below this threshold as maintenance on high-mileage vehicles is substantially more frequent and expensive.



ATA Bus				
	Cutaway	Van	Total	%
Mileage				
Total	28	1	29	
> 100K	11		11	38%
>150k*	11		11	38%
PM10: >200K*	5		5	17%
Condition				
Condition >= 3	10		10	34%
Condition <=2	19	1	20	69%
Age				
<=1	0		0	0%
>1	28	1	29	100%
>3	24	1	25	86%
>=5*	20		20	69%
>7	4		4	14%
Avg Age	5.4			
PM9: >ULB*	12		12	41%

* ULB = >150k & >= 5 years

Big Lakes				
	Cutaway	Van	Total	%
Mileage				
Total	6		6	
> 100K	3		3	50%
>150k*	1		1	17%
PM10: >200K*	0		0	0%
Condition				
Condition >= 3	5		5	83%
Condition <=2	1		1	17%
Age				
<=1	1		1	17%
>1	5		5	83%
>3	5		5	83%
>=5*	4		4	67%
>7	0		0	0%
Avg Age	4.5		4.5	
PM9: >ULB*	1		1	17%

* ULB = >150k & >= 5 years

GE County				
	Cutaway	Van	Total	%
Mileage				
Total		2	2	
> 100K		2	2	100%
>150k*		0	0	0%
PM10: >200K*		0	0	0%
Condition				
Condition >= 3		2	2	100%
Condition <=2		0	0	0%
Age				
<=1		0	0	0%
>1		2	2	100%
>3		2	2	100%
>=5*		2	2	100%
>7		2	2	100%
Avg Age		13.5	13.5	
PM9: >ULB*	0		0	0%

* ULB = >150k & >= 5 years

PT County				
	Cutaway	Van	Total	%
Mileage				
Total	2		2	
> 100K	1		1	50%
>150k*	1		1	50%
PM10: >200K*	0		0	0%
Condition				
Condition >= 3	2		2	100%
Condition <=2	0		0	0%
Age				
<=1	0		0	0%
>1	2		2	100%
>3	2		2	100%
>=5*	1		1	50%
>7	0		0	0%
Avg Age				
PM9: >ULB*	0		0	0%

* ULB = >150k & >= 5 years

Pawnee MH				
	Cutaway	Van	Total	%
Mileage				
Total	1	17	18	
> 100K	1	7	8	44%
>150k*	0	1	1	6%
PM10: >200K*	0	0	0	0%
Condition				
Condition >= 3	1	11	12	67%
Condition <=2	0	6	6	33%
Age				
<=1	0	0	0	0%
>1	0	17	17	94%
>3	0	16	16	89%
>=5*	1	15	16	89%
>7	1	12	13	72%
Avg Age	8	9.9	17.9	
PM9: >ULB*		1	1	6%

* ULB = >150k & >= 5 years

Region-wide Total				
	Cutaway	Van	Total	%
Mileage				
Total	37	20	57	
> 100K	16	9	25	44%
>150k*	13	1	14	25%
PM10: >200K*	5	0	5	8.8%
Condition				
Condition >= 3	18	13	31	54%
Condition <=2	20	7	27	47%
Age				
<=1	1	0	1	2%
>1	35	20	55	96%
>3	31	19	50	88%
>=5*	26	17	43	75%
>7	5	14	19	33%
Avg Age	17.9	23.4		
PM9: >ULB*	13	1	14	24.6%

II. A. Amendments vs. Administrative Modifications

Any change to the Operations Manual that includes financial implications, such as employee benefits, paid leave, or substantial changes to the structure of the organization, should be included as an amendment to the Manual and taken to the Board for approval.

Administrative modifications to the Operations Manual can be made by the MPO Director without requiring Board approval. These are items that pertain to the day-to-day operations of the organization and are not items listed above requiring an amendment. Anytime staff makes administrative changes to the Operations Manual, the Policy Board should be notified of such changes and a copy of the most current Operations Manual will be **uploaded to the Policy Board Portal, located on the MPO's website.**

Replace with: **provided to the Policy Board at the next meeting.**

IV. A. Monthly Reconciliation

Monthly Reconciliation: Each month the bookkeeper will reconcile the bank statements and credit card. The MPO Director will provide a copy of the bank statement to the Policy Board Chair and bookkeeper. A copy of the Money Market bank statement should be provided to the City of Manhattan Deputy City Manager by the 7th of each month. Every quarter, MPO staff will prepare a Balance Sheet and **post it to the Policy Board Portal.** Any of these statements/reports will be available for the Policy Board's review upon request.

Replace with: **provide it to the Policy Board at the next meeting.**

V. C. Paid and Unpaid Leave

For all types of leave covered in Sections D through Section G, employees will provide advanced notice of any request for leave whenever possible. An email to the employee's supervisor and reflecting the leave on the calendar will suffice. The MPO Director will reflect their leave on the calendar and in the fiscal agent's payroll system. **The MPO Director will provide a summary of leave used to the Policy Board every quarter via the website Policy Board Portal.**

Replace with: **The MPO Director will provide a quarterly summary of leave used at Policy Board meeting following the end of each quarter.**

V. F. Overtime/Compensatory Time

To oversee the MPO Director's use of Comp Time, the MPO Director will post the Comp Time Tracking Sheet in the Policy Board Portal on the MPO Website.

Recommend removal of Director Comp Time.

IV. A. Separation of Duties and Internal Controls – Annual Audit

Annual Audit: Each year the MPO will contract a certified public accounting firm to complete audit of the previous tax year's finances. This is not a complete audit, rather, per K.S.A. 75-1122(b) the firm will complete a review of the agreed-upon procedures. The MPO Director will be responsible for signing the contract, providing requested items, and communicating results to the Policy Board. The MPO Director will implement changes from the auditor's findings in regards to procedures or policies. The audit process should begin in July, with completion and adoption of the finding report by the Policy Board no later than December of the same year.

New subsection, as there was no mention of the annual audit in the report.