

TECHNICAL ADVISORY COMMITTEE

Call to Order/Opening Business

- Roll Call
- Approval of Minutes for October 29, 2020
- Public Comment
- 2021 Election of Officers

Action Items

- 2021-2024 TIP Amendment #1 (Attached) Carlton
 1. KA-1266-04: I-70 Polk/Quincy Viaduct & Approach Roadway: (West Phase) (KDOT) (New)
 2. KA-1266-06: I-70 Polk/Quincy Viaduct & Approach Roadway: (West Phase) (KDOT) (New)
 3. KA-3236-01: US-24: Topeka east to the county line: replace bridges #084 & #085. Rehab. Bridges #086 & #087 (KDOT) (Revision)
 4. KA-5483-01: Pavement Replacement (3-inch overlay): K-4 Begin. @ E. junction I-70/K-4 E to .271 miles N. of SN CO. line (KDOT) (Amended)
 5. KA-6006-02: US 75, Bridge #211 over 77th St. 4.47 mi. N. of the Osage Co. line: Replace pre-stress beam due to damage (KDOT) (New)
 6. KA-6073-01: 3-inch overlay and patching (Bridge): Beginning at junction I-70/MacVicar thence E. to the Polk Quincy Viaduct (KDOT) (New)
 7. TE-0464-01: Deer Creek Trail Extension (Shawnee County) (Revision)

Request approval to be released for public comment.

- TIP 2021-2024 Self Certification

Presentations

- None

Discussion/Non-Action Items

- Bicycle Friendly Designation
- TAC Bylaws Review (Attached) Carlton
- Metropolitan Transportation Plan (MTP) Update

Quick Updates

- None

Adjourn



CITY OF TOPEKA
**METROPOLITAN TOPEKA PLANNING ORGANIZATION
TAC**



Technical Advisory Committee

MINUTES

Thursday, October 8, 2020

Voting Members present: Bill Fiander, COT Planning; Edwin Rothrock, TMTA, Kristi Ericksen, COT Public Works; Carlton Scroggins, COT/MPO, Kristi Wilson, KDOT (5)

Voting Members Absent: Curt Niehaus, SNCO Public Works; Randy Anderson, SNCO Planning; Steve Baalman, KDOT

City of Topeka Staff Present: Taylor (Ricketts) Wolfe & Kris Wagers, Topeka Planning & Development

Roll Call

The meeting was held via Zoom video conference and called to order by Chairman Carlton Scroggins with 5 members logged in.

Approval of minutes September 10, 2020

Motion by Ms. Wilson to approve; **second** by Mr. Fiander. **APPROVED** (5-0-0)

Public Comment – none

Action Items

TIP 2021-2024

Mr. Scroggins reminded all that although it is only required that the TIP be updated every 4 years, it is MTPO's policy to update every 2 years to help keep the number of amendments down. It also gives opportunity to update CIP projects as well as KDOT projects, funding sources, etc.

Mr. Scroggins responded to questions. Mr. Fiander asked how often we're getting PCI updates and Ms. Ericksen stated she believes it's every year. Mr. Scroggins will verify that the most recent info is included in the TIP.

Mr. Scroggins thanked Ms. Wilson for her edits to the document, and Mr. Fiander made a **motion** to approve the document to go out for public comment; **second** by Mr. Rothrock. **APPROVED** (5-0-0)

UPWP 2021

Mr. Scroggins reviewed some of the budget items, including the MTP consultant expense which is to be spread over 2 years. Mr. Fiander asked about funding for safety performance measures and Mr. Scroggins explained it wasn't included because we didn't expect to have funding for it. We ended up with additional (unexpected) funds because while it was supposed to be a "claw back" year, due to COVID issues KDOT decided to forego that this time around. Mr. Scroggins also pointed out that beginning in 2021, the MTPO will begin paying a portion of the Planning & Development Director's salary as a good portion of his time is devoted to MPO work.

Ms. Wilson pointed out some changes that need to be made to the document and stated that she will get with Mr. Scroggins offline to review some other minor tweaks that need to be made.

Motion by Ms. Wilson the put the document out for public comment with the knowledge that corrections may still be made during that timeframe; **second** by Ms. Ericksen. **APPROVED** (5-0-0)

DRAFT

Other Items

TA Grants

Ms. Wolfe explained that, as reported before, staff are working to complete a grant application that will include multiple projects in 3 areas. The application is due the beginning of November. Shawnee County is also applying for grant funding for a trail extension from Dornwood Park to 29th Street. Both applications will go to the Policy Board for review and letters of support at their October 29 meeting.

Ms. Wolfe reported that staff anticipates hearing back before the end of the year regarding our Bicycle Friendly Community application that has been submitted.

Staff have submitted an application for a cost share grant to help fund Topeka Blvd. sidewalks from 29th to 37th Street, as well as crosswalks, bus stops and pads.

Ms. Ericksen reported that she has applied for an innovative technology grant to help fund upgrades to signal operations in the downtown area as well as cross town on 6th & 10th Streets and Topeka Blvd. The request is for \$1m, which is the maximum KDOT allowed per application.

Ms. Wilson provided an update/talking points sheet that she shared with the committee. Links were included for additional information.

The meeting adjourned at 2:51PM

Amendment #1 2021-2024

Policy Board Date: 1/28/21

Projects Included:

1. KA-1266-04: I-70 Polk/Quincy Viaduct & Approach Roadway: (West Phase) **(KDOT)** (New)
2. KA-1266-06: I-70 Polk/Quincy Viaduct & Approach Roadway: (West Phase) **(KDOT)** (New)
3. KA-3236-01: US-24: Topeka east to the county line: replace bridges #084 & #085. Rehab. Bridges #086 & #087 **(KDOT)** (Revision)
4. KA-5483-01: Pavement Replacement (3-inch overlay): K-4 Begin. @ E. junction I-70/K-4 E to .271 miles N. of SN CO. line **(KDOT)** (Amended)
5. KA-6006-02: US 75, Bridge #211 over 77th St. 4.47 mi. N. of the Osage Co. line: Replace pre-stress beam due to damage **(KDOT)** (New)
6. KA-6073-01: 3-inch overlay and patching (Bridge): Beginning at junction I-70/MacVicar thence E. to the Polk Quincy Viaduct **(KDOT)** (New)
7. TE-0464-01: Deer Creek Trail Extension **(Shawnee County)** (Revision)

**Total Amount
of all projects:
\$383,145,100**

**FEDERAL
\$340,197,600**

**STATE
\$42,431,200**

**LOCAL
\$516,300**



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PROJECT DATA SHEET

Amended Project 2017-2024 TIP

TIP #: 1-16-02-1 KDOT#: KA-1266-04

Project Type: Roadways & Bridges
Jurisdiction: KDOT
Project: I-70 Polk/Quincy Viaduct & Approach Roadway
Fiscal Year(s): 2021-2026
 I-70 Polk/Quincy Viaduct & Approach Roadway (West
Location: Phase)
Total Project Cost: \$322,220,400

**PROJECT
TYPES:**
 Transportation
 Alternative
 Roadways & Bridges;
 Transit/Paratransit

PROJECT Description and Justification: Revised FY and schedule. Change in FY and schedule reflect project's 2020 **IKE Pipeline** development selection. Split out project 70-89 KA-1266-06 for the ROW acquisition and building demolition related to this phase of the viaduct construction as cited in the PRC Committee Minutes dated 10/20/2020....

EXPENSE SUMMARY (x1000)

*Phase	Year of Obligation	Federal (\$) NHPP	State (\$)	AC?	Local(\$)	TOTAL COST (\$)	AC Conv. Yr.
PE	2021	-	10,000.0	x	-	10,000.0	
Row	2021	-	4,000.0	x	-	4,000.0	
Util	2024	-	25,000.0	x	-	25,000.0	
Const	2026	-	259,969.0	x	-	259,969.0	
CE	2026	-	23,251.4	x	-	23,251.4	
PE		9,000.0	(9,000.0)		-		
Row		3,600.0	(3,600.0)		-		
Util		22,500.0	(22,500.0)		-		
Const		233,972.2	(233,972.2)		-		
CE		20,926.2	(20,926.2)		-		
TOTAL		289,998.4	32,222.0		0	322,220.4	

PE (Preliminary Engineering & Design); **ROW** (Right-of-Way Acquisition); **UTIL** (Utility Work); **Const** (Construction); or **CE** (Construction Engineering)

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PROJECT DATA SHEET

New Project 2017-2024 TIP

TIP #: 1-21-01-1 KDOT#: KA-1266-06

Project Type: Roadways & Bridges
Jurisdiction: KDOT
Project: I-70 Polk/Quincy Viaduct & Approach Roadway
Fiscal Year(s): 2021-2026
 I-70 Polk/Quincy Viaduct & Approach Roadway (West
Location: Phase)
Total Project Cost: \$15,580,000

**PROJECT
TYPES:**
 Transportation
 Alternative
 Roadways & Bridges;
 Transit/Paratransit

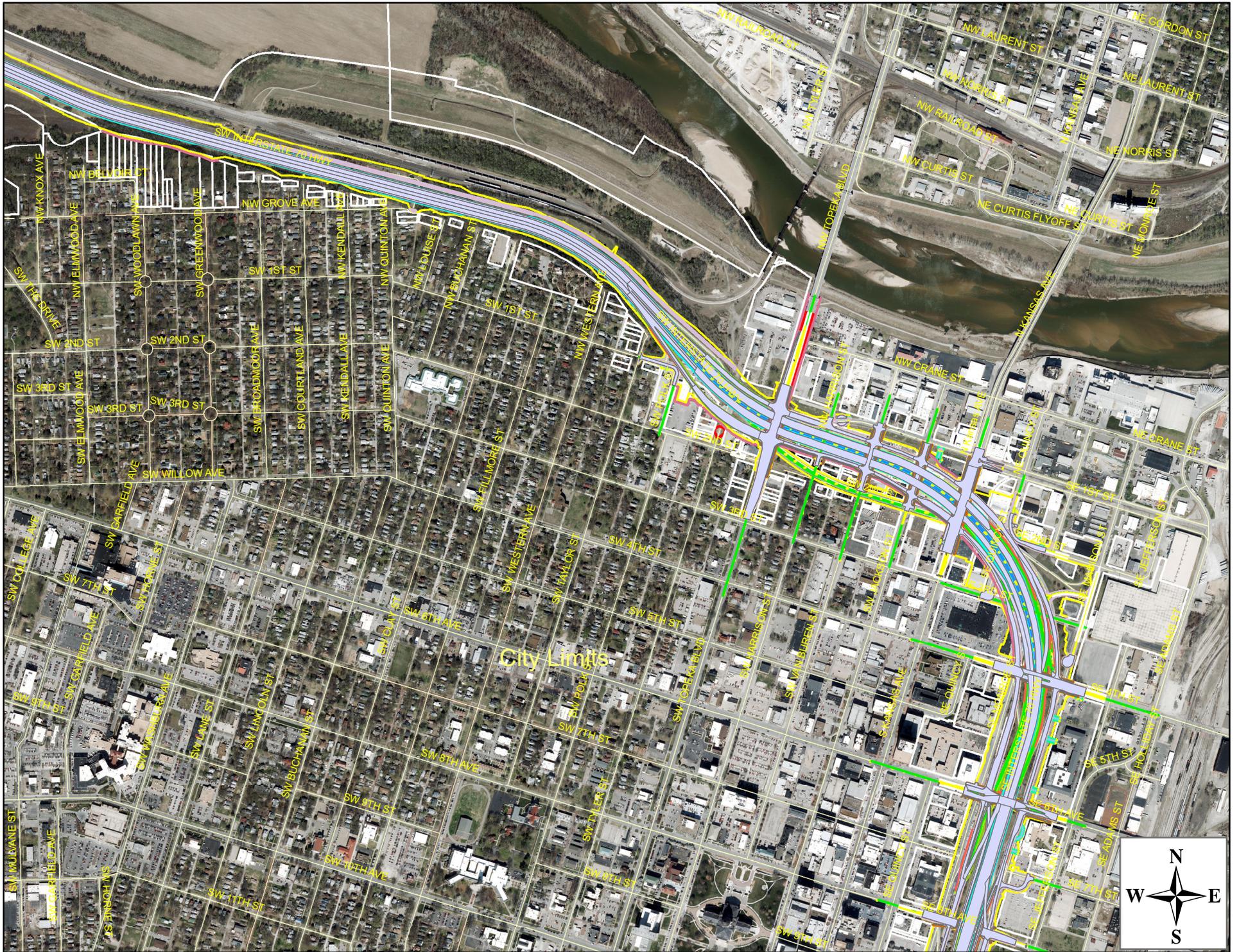
PROJECT Description and Justification: Revised FY and schedule. Change in FY and schedule reflect project's 2020 **IKE Pipeline** development selection. Split out project 70-89 KA-1266-06 for the ROW acquisition and building demolition related to this phase of the viaduct construction as cited in the PRC Committee Minutes dated 10/20/2020....

EXPENSE SUMMARY (x1000)

*Phase	Year of Obligation	Federal (\$) NHPP	State (\$)	AC?	Local(\$)	TOTAL COST (\$)	AC Conv. Yr.
PE	2021	-	240.0	x	-	240.0	
Row	2021	-	12,000.0	x	-	12,000.0	
Util	2023	-	100.0	x	-	100.0	
Const	2023	-	3,000.0	x	-	3,000.0	
CE	2023	-	240.0	x	-	240.0	
PE		216.0	(216.0)		-		2025
Row		10,800.0	(10,800.0)		-		2025
Util		90.0	(90.0)		-		2025
Const		2,700.2	(2,700.2)		-		2025
CE		216.0	(216.0)		-		2025
TOTAL		14,022.0	1,558.0		0	15,580.0	

PE (Preliminary Engineering & Design); **ROW** (Right-of-Way Acquisition); **UTIL** (Utility Work); **Const** (Construction); or **CE** (Construction Engineering)

KA-1266-04 & KA-1266-06



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PROJECT DATA SHEET

Admin. Revision **2017-2024 TIP**
TIP #: 1-16-01-1 KDOT#: KA-3236-01

Project Type: Roadways & Bridges
Jurisdiction: KDOT
Project: Pavement Replacement
Fiscal Year(s): 2017-2023
US-24: Topeka east to the county line: replace bridges #084
& #085. Rehab. Bridges #086 & #087
Location:
Total Project Cost: \$37,216,900

**PROJECT
TYPES:**
Transportation
Alternative
Roadways & Bridges;
Transit/Paratransit

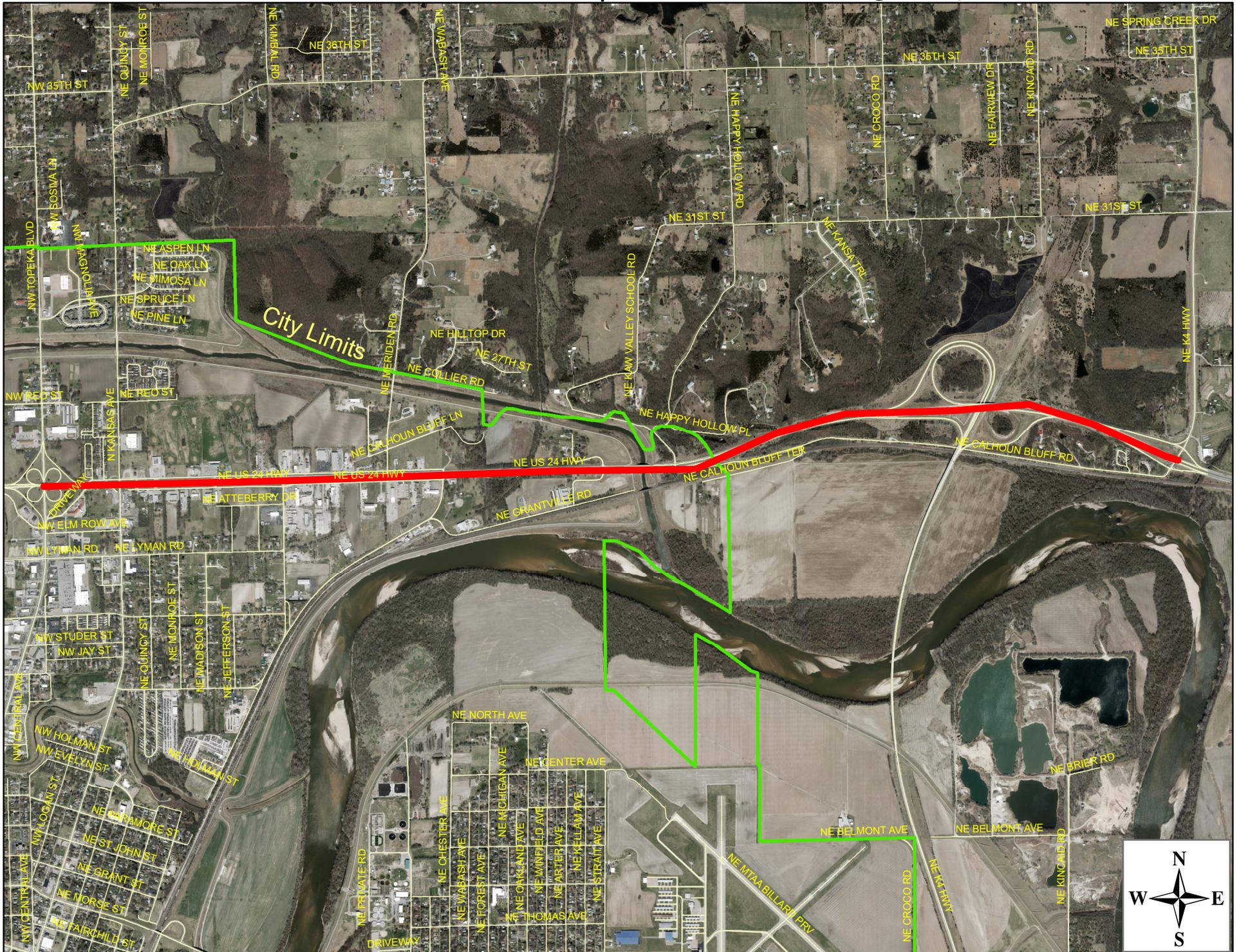
PROJECT Description and Justification: Project approved for final design and ROW and Utility work phases have been activated. Revisions in FY from 2022 to 2023 and cost estimate are the result of the change in the M22-Pre-Construction complete date. Total cost increase less than 5 percent. Change from \$35,581,000 to \$37,216,900.

EXPENSE SUMMARY (x1000)

*Phase	Year of Obligation	Federal (\$) NHPP	State (\$)	AC?	Local(\$)	TOTAL COST (\$)	AC Conv. Yr.
PE	2017		1,300.0	x	-	1,300.0	
ROW	2020		100.0		-	100.0	
Util	2021		25.0	x	-	25.0	
Const	2023		33,294.8	x	-	33,294.8	
CE	2023		2,497.1	x	-	2,497.1	
PE		1,040.0	(1040.0)		-		2025
Util		20.0	(20.0)		-		2025
Const		26,635.8	(26,635.8)		-		2025
CE		1,997.7	(1,997.7)		-		2025
TOTAL		29,693.5	7,523.4		0	37,216.9	

PE (Preliminary Engineering & Design); **ROW** (Right-of-Way Acquisition); **UTIL** (Utility Work); **Const** (Construction); or **CE** (Construction Engineering)

KA-3236-01: Pavement Replacement Including Bridges



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PROJECT DATA SHEET

Amended Project **2017-2024 TIP**
TIP #: 1-19-05-1 KDOT#: KA-5483-01

Project Type: Roadways & Bridges
Jurisdiction: KDOT
Project: Pavement Replacement (3-inch overlay)
Fiscal Year(s): 2019-2020

**PROJECT
TYPES:**
Transportation
Alternative
Roadways & Bridges;
Transit/Paratransit

Location: K-4 Begin. @ E. junction I-70/K-4 E to .271 miles N. of SN
CO. line
Total Project Cost: \$1,889,110

PROJECT Description and Justification: The estimated cost on this project needs to be increased to reflect the actual award amount (over 25%). Cost increased from \$1,440,700 to \$1,890,110 (31.1%)

EXPENSE SUMMARY (x1,000)

*Phase	Year of Obligation	Federal (\$) NHPP	State (\$)	AC?	Local(\$)	TOTAL COST (\$)	AC Conv. Yr.
PE	2019		1.0			1.0	
Const	2020		1,799.1	x	-	1,799.1	
CE	2020		89.0	x	-	89.0	
Const		1,439.3	(1,439.3)				2021
CE		72.0	(72.0)				2021
TOTAL		1,511.3	377.8		0	1,890.1	

PE (Preliminary Engineering & Design); **ROW** (Right-of-Way Acquisition); **UTIL** (Utility Work); **Const** (Construction); or **CE** (Construction Engineering)

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PROJECT DATA SHEET

New Project **2017-2024 TIP**
TIP #: 1-21-02-1 KDOT#: KA-6006-02

Project Type: Roadways & Bridges
Jurisdiction: KDOT
Project: Replace pre-stress beam due to damage
Fiscal Year(s): 2021

**PROJECT
TYPES:**
Transportation
Alternative
Roadways & Bridges;
Transit/Paratransit

Location: US 75, Bridge #211 over 77th St. 4.47 mi. N. of the Osage Co.
line.
Total Project Cost: \$427,000

PROJECT Description and Justification: Program addition as requested by John Culbertson.

EXPENSE SUMMARY (x1,000)

*Phase	Year of Obligation	Federal (\$) NHPP	State (\$)	AC?	Local(\$)	TOTAL COST (\$)	AC Conv. Yr.
PE	2021	-	66.0			66.0	
Const	2021	-	328.0		-	328.0	
CE	2021	-	33.0		-	33.0	
Const							
CE							
TOTAL		0	427.0		0	427.0	

PE (Preliminary Engineering & Design); **ROW** (Right-of-Way Acquisition); **UTIL** (Utility Work); **Const** (Construction); or **CE** (Construction Engineering)

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PROJECT DATA SHEET

New Project **2017-2024 TIP**
TIP #: 1-21-03-1 KDOT#: KA-6073-01

Project Type: Roadways & Bridges
Jurisdiction: KDOT
Project: 3-inch overlay and patching (Bridge)
Fiscal Year(s): 2021

**PROJECT
TYPES:**
Transportation
Alternative
Roadways & Bridges;
Transit/Paratransit

Location: Beginning at junction I-70/MacVicar thence E. to the Polk
Quincy Viaduct, Bridge #26

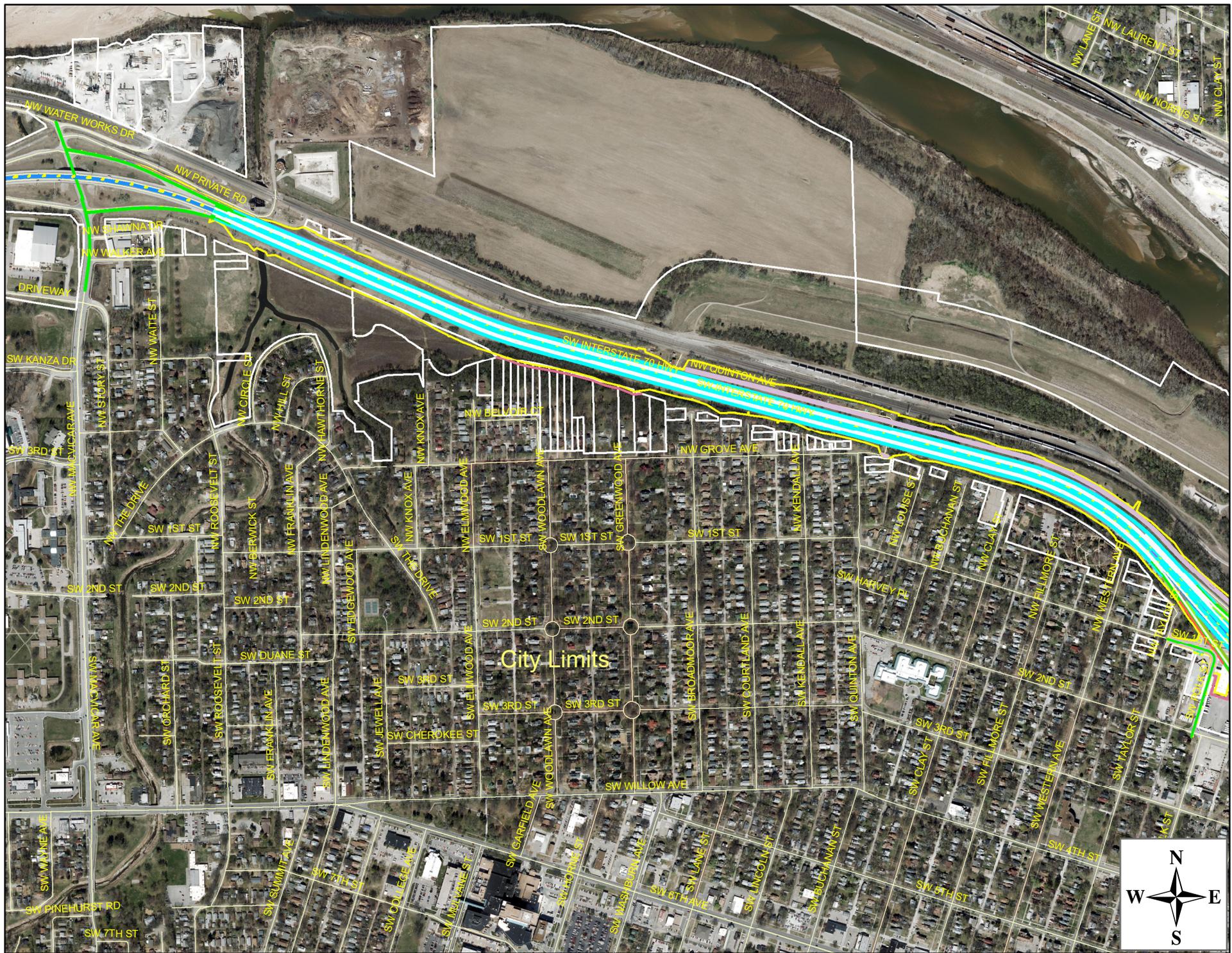
Total Project Cost: \$3,230,000

PROJECT Description and Justification: Program addition as requested by Greg Schieber and approved by Melinda Desch. Project is part of the FY 21 interstate Resurfacing ISR Projects.

EXPENSE SUMMARY (x1,000)

*Phase	Year of Obligation	Federal (\$) NHPP	State (\$)	AC?	Local(\$)	TOTAL COST (\$)	AC Conv. Yr.
PE	2021	-	5.0			5.0	
Const	2021	-	3,000.0		-	3,000.0	
CE	2021	-	225.0		-	225.0	
PE		4.5	(4.5)				2022
Const		2,700.0	(2,700.0)				2022
CE		202.5	(205.5)				2022
TOTAL		2,907.0	323.0		0	3,230.0	

PE (Preliminary Engineering & Design); **ROW** (Right-of-Way Acquisition); **UTIL** (Utility Work); **Const** (Construction); **or CE** (Construction Engineering)



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PROJECT DATA SHEET

Admin.Revision **2017-2024 TIP**
TIP #: 2-18-01-6 KDOT#: TE-0464-01

Project Type: Transportation Alternative
Jurisdiction: County
Project: Deer Creek Trail Extension
Fiscal Year(s): 2021

**PROJECT
TYPES:**
Transportation
Alternative
Roadways & Bridges;
Transit/Paratransit

Location: Beginning @ SE 10th continuing S. to 2500 SE
Highland/Dornwood Park ,

Total Project Cost: \$2,581,700

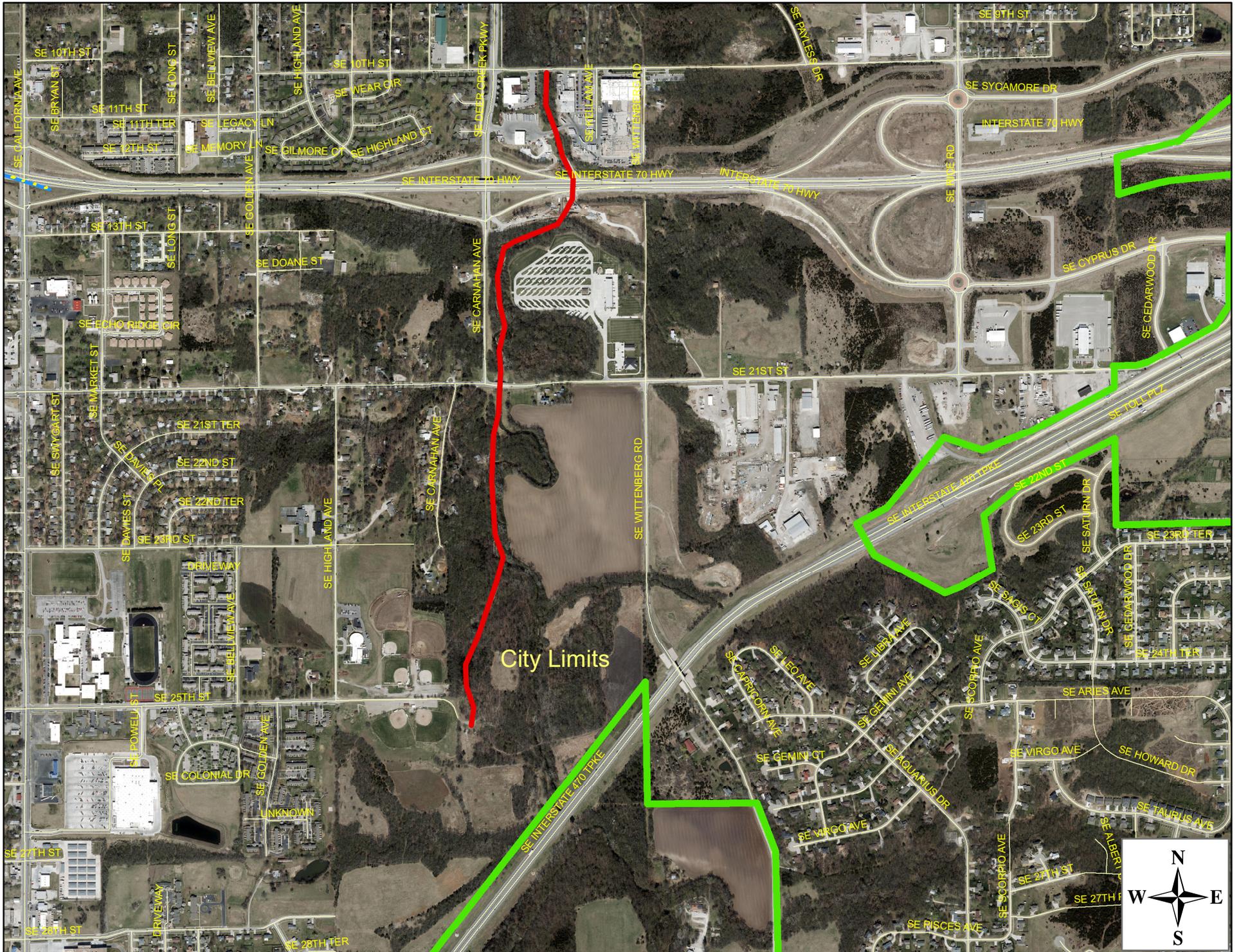
PROJECT Description and Justification: Changed year of obligation for Const. and CE from FFY 2020 to FFY 2021. Current TA TIP amounts for CE and Const. for this project need to be revised by 4%, from \$1,986,000 to \$2,065,400.

EXPENSE SUMMARY (x1000)

*Phase	Year of Obligation	Federal (\$) TA	State (\$)	AC?	Local(\$)	TOTAL COST (\$)	AC Conv. Yr.
Const	2021	1,825.4			456.3	2,281.7	
CE	2021	240.0			60.0	300.0	
TOTAL		2,065.4			516.3	2,581.7	

PE (Preliminary Engineering & Design); **ROW** (Right-of-Way Acquisition); **UTIL** (Utility Work); **Const** (Construction); **or CE** (Construction Engineering)

TE-0464-01 Deer Creek Trail Ext.



Funding Summary Table 2021 through 2024									
Metropolitan Topeka Planning Organization									
MTPO Metropolitan Planning Area									
Kansas Department of Transportation, Shawnee County, City of Topeka, and the Topeka Metropolitan Transit Authority									
Anticipated Funding									
<u>Year</u>	<u>Federal Total for Road, Bridge, Safety, and Enhancement Projects</u>	<u>State Total for Road, Bridge, Safety, and Enhancement Projects</u>	<u>Local Total for Road, Bridge, Safety, and Enhancement Projects</u>	<u>Federal Total for Urban Transit Projects</u>	<u>State Total for Urban Transit Projects</u>	<u>Local Total for Urban Transit Projects</u>	<u>Total of Anticipated Funding</u>	<u>Anticipated Minus Programmed</u>	
2021	\$7,585,300	\$34,251,000	\$26,593,713	\$2,500,000	\$800,000	\$6,800,000	\$78,530,013	\$30,698,508	
2022	\$2,467,667	\$3,000,000	\$18,495,345	\$2,600,000	\$800,000	\$6,900,000	\$34,263,012	\$9,045,288	
2023	\$5,513,333	\$3,000,000	\$12,663,500	\$2,700,000	\$800,000	\$7,000,000	\$31,676,833	\$10,704,708	
2024	\$4,663,333	\$4,665,900	\$12,034,850	\$2,800,000	\$800,000	\$7,100,000	\$32,064,083	\$5,239,906	
Totals	\$20,229,633	\$44,916,900	\$69,787,408	\$10,600,000	\$3,200,000	\$27,800,000	\$176,533,941	\$55,688,410	
Funding Programmed in the TIP									
<u>Year</u>	<u>Federal Total for Road, Bridge, Safety, and Enhancement Projects</u>	<u>State Total for Road, Bridge, Safety, and Enhancement Projects</u>	<u>Local Total for Road, Bridge, Safety, and Enhancement Projects</u>	<u>Federal Total for Urban Transit Projects</u>	<u>State Total for Urban Transit Projects</u>	<u>Local Total for Urban Transit Projects</u>	<u>Total of Programmed Funding</u>		
2021	\$9,091,400	\$804,800	\$26,593,713	\$3,284,621	\$1,851,574	\$6,205,397	\$47,831,505		
2022	\$3,057,000	\$451,400	\$10,330,345	\$4,055,318	\$730,000	\$6,593,661	\$25,217,724		
2023	\$850,000	\$0	\$10,162,000	\$2,900,000	\$730,000	\$6,330,125	\$20,972,125		
2024	\$0	\$4,665,900	\$12,034,850	\$3,000,000	\$730,000	\$6,393,427	\$26,824,177		
Totals	\$12,998,400	\$5,922,100	\$59,120,908	\$13,239,939	\$4,041,574	\$25,522,610	\$120,845,531		
Notes for Funding Programmed in the TIP									
This table includes all of the forms of anticipated funding listed herein including local funds in excess of what is needed to match federal and state funding sources.									
Each proposed project for the TIP is placed into the TIP tables only after the project sponsor meets with the MTPO staff and identifies its funding sources.									

Bylaws for the Metropolitan Topeka Planning Organization (MTPO) Technical Advisory Committee (TAC)

Section 1. Name

The name of this organization, established by the Designation Agreement executed on March 3, 2004, between the City of Topeka, the Kansas Department of Transportation (KDOT) and the Topeka Metropolitan Transit Authority (TMTA), shall be the Metropolitan Topeka Planning Organization (MTPO) Technical Advisory Committee (TAC).

Section 2. Purpose

In accordance with 23 USC 134 and 49 USC 5303-5306, the MTPO is charged with conducting regional transportation planning on a continual basis, in conjunction with other comprehensive planning efforts impacting the transportation system, most notably land use planning, and to do planning work in a cooperative manner with KDOT and TMTA as partners in the process.

The purpose of the TAC is to: provide analysis; foster discussions of transportation planning issues; guide and assist the MTPO staff with drafting MTPO documents; formulate and offer recommendations concerning transportation policies to the MTPO Policy Board; offer recommendations concerning project selections to the MTPO Policy Board; and, perform other transportation planning related duties as assigned by the MTPO Policy Board.

The TAC is to lead the technical process of transportation planning for the region, and the MTPO staff is to work toward completing work tasks directed by the TAC and approved in the Unified Planning Work Program (UPWP).

Section 3. Membership

3.1 TAC Composition

The membership of the TAC is as follows:

Voting Members

- a. Topeka Planning Director
- b. Topeka Public Works Director
- c. Shawnee County Planning Director
- d. Shawnee County Public Works Director
- e. One representative from KDOT as designated by the Director of Planning and Development
- f. The General Manager of the TMTA or designee
- g. Topeka Transportation Planner
- h. The KDOT Metro Engineer for Topeka
- i. Other individuals designated by the MTPO Policy Board

Ex-Officio (non-voting) Members

- a. The cities of Auburn, Rossville, Silver Lake, and Willard each may appoint one representative
- b. One representative from the FHWA as designated by the Kansas Division Administrator

- c. One representative from the FTA as designated by the Region 7 Administrator
- d. One representative from the KDOT Bureau of Local Projects as designated by the Director of Engineering and Design
- e. Other individuals selected by the voting membership of the TAC and approved by the MTPO Policy Board

Ex Officio members shall sit with the same rights and privileges as TAC voting members (request agenda items, participate in discussions, advise the TAC, receive meeting packets, etc.) except that non-voting members shall not have the right to present resolutions, motions or second same, or to vote upon any motions or resolutions of the TAC.

3.2 Member Termination

A person's membership on the TAC shall be terminated upon the member leaving his or her position named for membership on the TAC. The "position" however will remain a viable one on the TAC and will be filled by the appointed replacement of the exiting member or as otherwise agreed upon by the TAC membership.

3.3 Alternates

Each TAC member will provide the names of their alternates to the Chair and Secretary. The alternate must be a member of the same body that the TAC member represents. The alternate for voting members will retain the voting privilege.

The alternate does not assume the power of position for the person they are representing (e.g., if the Chair sends an alternate to a meeting then that alternate does not act as Chair).

Section 4. Officers

The officers of the TAC shall be a Chair, Vice-Chair and Secretary.

4.1 Election of Chair and Vice-Chair

The Chair and Vice-Chair shall be elected by the TAC voting membership at a regular meeting during the fourth quarter of each year. Terms for Chair and Vice-Chair shall begin January 1st. Their term of office shall be one (1) year. The Chair and Vice-Chair positions are to be filled by voting members of the TAC.

The Chair and Vice-Chair cannot represent the same government.

The same government cannot hold the Chair in consecutive years.

After these Bylaws are approved by the MTPO Policy Board, the first elected TAC Chair and Vice-Chair shall be elected for a term that runs through December 31, 2005.

In the absence of the Chair and Vice-Chair, the TAC Secretary shall call for the election of a temporary Chair. This temporary Chair shall run the meeting until either the elected Chair or Vice-Chair arrives. Upon the arrival of the Chair, or Vice Chair, the temporary Chair shall relinquish the Chair duties upon conclusion of the business item immediately before the TAC.

4.2 Chair

The Chair shall preside at TAC meetings, approve TAC meeting agendas, schedule TAC

meetings, appoint sub-committees, and recommend work assignments of TAC members, and present draft documents to the MTPO Policy Board for approval.

4.3 Vice-Chair

The Vice-Chair shall serve as Chair in the absence of the Chair.

4.4 Secretary

The MTPO Policy Board Secretary (which according to the MTPO Designation Agreement is the Topeka Planning Director) shall either serve as the TAC Secretary or appoint a MTPO staff member to that position.

Section 5. Quorum

A quorum of the TAC shall consist of a majority of the voting members (initially 4 of 6). The TAC shall conduct no official business in the absence of a quorum. A quorum is not lost when a member or members abstain from voting.

Should a quorum not be obtained within fifteen (15) minutes after the time appointed for the TAC meeting, the TAC has the following two options:

1. The Chair may adjourn the meeting. In that event, those members present may, by unanimous agreement, select another hour and/or day to meet.
2. Those members present may, by unanimous agreement, select to continue the meeting as an information meeting to discuss items on the agenda, but no official actions will be taken.

Section 6. Meetings

6.1 Regular Meetings

The TAC shall meet in regular meetings not less than four (4) times per year. The TAC shall meet monthly on a date approved by a majority of the TAC voting members. Changes to this date must be approved by a majority of the TAC voting members. The location for regular meetings shall be as agreed to by a majority of the voting members.

Regular TAC meetings must be held at least ten (10) calendar days before the MTPO Policy Board meets in order to provide ample time to have the Policy Board consider items from the latest TAC meeting. The Chair shall request that the TAC Secretary give members notice of regular meetings not less than seven (7) calendar days prior to the meeting.

6.2 Special Meetings

Either the TAC Chair or a majority of the voting members may call Special TAC meetings. The TAC Chair shall give members notice of special meetings not less than seven (7) calendar days prior to the meeting. In the event that the caller of the special meeting wishes to cancel or change the meeting time, notice of such cancellation or change shall be made as soon as practical.

6.3 Meeting Locations

All TAC meetings will be held at accessible locations.

6.4 Voting Requirements

Each TAC voting member shall have one vote. In the absence of a regular TAC voting member, the designated alternate shall have the voting power. Members or their alternates must be physically present at the meeting to vote unless the Chair allows a phone/computer connection to stand in place of their physical attendance. Proxy voting is not allowed at TAC meetings.

6.5 Agendas

Regular TAC Meetings

There shall be an official agenda for every regular meeting of the TAC, which shall determine the order of business conducted at the meeting. The MTPO staff shall draft a meeting agenda. The draft agenda will be presented to the Chair for review, possible revision and approval. Upon TAC Chair approval the agenda will be distributed to TAC members. Meeting agendas sent to TAC members will be accompanied by appropriate materials (e.g., staff reports, draft documents, etc.). Regular meeting agendas shall be distributed to TAC members at least seven (7) calendar days in advance of the meeting. Upon delivery of the agenda to TAC members the agenda shall be available for public inspection at the MTPO office and posted on the web site as soon as possible.

Special Meetings

Special TAC Meeting agendas are restricted to the business designated in the call for the meeting.

6.6 Record of Proceedings

All actions of the TAC shall be by approval of draft resolutions, draft documents, or motions. Since the TAC is an advisory committee of the MTPO Policy Board, which is the MPO for the Topeka Area, actions by the TAC to approve items will constitute official technical committee recommendations to the MPO. The TAC is charged with providing the best possible professional recommendations on MPO matters to the MTPO Policy Board. All approvals of items by the TAC shall be noted by the TAC Secretary and placed in the meeting minutes kept in the MTPO files.

At all TAC meetings the Secretary shall record a roll of members present, take brief summary notes of the proceedings, and create a record of votes taken to approve items. After the TAC meetings the Secretary shall draft meeting minutes. Once drafted by the Secretary the draft minutes shall be reviewed by the Chair and placed on the agenda for approval at an upcoming meeting. Minutes shall be reviewed by all TAC members and approved by a 2/3 vote of the voting members. Once approved the minutes are to be distributed to TAC members and posted on the MTPO's web site by the Secretary.

The Secretary will prepare TAC approved items for submission to the MTPO Policy Board and deliver those items to the TAC Chair for presentation to the MTPO Policy Board.

6.7 Parliamentary Authority

The TAC shall establish parliamentary rules for the conduct of TAC meetings by a two-

thirds vote of the voting members.

6.8 Open Meetings

All meetings of the TAC shall be open to the public.

6.9 Conflict of Interest

No member of the TAC shall participate in, discuss or vote on a matter in which he or she has a substantial interest as defined by K.S.A. 74-4301 et seq. Should any member have such a substantial interest on a matter coming before the TAC, the Chair shall declare an abstention for each affected member for that item on the agenda.

Section 7. Staff Support

As described in the Designation Agreement the Topeka Planning Department shall provide staff to the MTPO for the completion of work task as outlined in the annual Unified Planning Work Program (UPWP). MTPO staff will also work with the TAC members to complete the work tasks described in the UPWP.

Section 8. Amendments to the TAC Bylaws

These bylaws may be amended by a two-thirds vote of the TAC voting membership at any regular meeting, provided that the members have been notified in writing of the proposed change at least seven (7) calendar days in advance and the proposed amendment has been placed on the agenda. The TAC Chair shall propose amendments to these bylaws whenever changes are made to the MTPO Designation Agreement that make a Bylaws change necessary to avoid conflicts and/or confusion between the TAC Bylaws and MTPO Designation Agreement. All amendments to these Bylaws shall be recorded by date and incorporated into the official master copy of these Bylaws filed at the MTPO office. Copies of new revised Bylaws shall be delivered to TAC members (both voting and non-voting) at the next regular TAC meeting following the approval of amendments.