



**METROPOLITAN TOPEKA  
PLANNING ORGANIZATION  
POLICY BOARD**

**POLICY BOARD AGENDA**

**January 23, 2020, 1:30PM**

**Holliday Building, 620 SE Madison  
1st floor, Holliday Conference Room**

**Call to Order/Opening Business**

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- Roll Call
- Approval of Minutes for November 7, 2019
- Public Comment
- 2020 Election of Officers

**Presentations**

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- Traffic Safety teams: Lisa Hecker (KDOT)

**Action Items**

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- 2019-2022 TIP Amendment #8 (Attached) Carlton
  - C-5033-01 Upgrade traffic signals with protected lefts for RR crossing and intersections with left turn bays. Located along S. Topeka Blvd. @ 57<sup>th</sup>, University, and Gary Ormsby Dr.
  - KA-5526-01 Bridge Maintenance work on Bridge #250 located at the junction of Croco Rd./I-70
  - TMTA 5339 Grant for Maintenance Equip., Operator Barriers, and Bus stops for phase 10

Items have been out for public comment. No comments were received. Requesting Approval to be sent to OneDot for final approval and for TIP amendment inclusion into STIP.

**Discussion/Non-Action Items**

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- Zagster Scooters/Bikes
- Healthy Lifestyles Grants BC/BS
- MTPO Bylaws (Attached) Carlton

**Quick Updates**

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1. Bikeways Master Plan Update

**Other Items/New Business/Adjournment**

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**ADA Notice:** For special accommodations for this event, please contact the Planning Department at 785-368-3728 at least three working days in advance.

CITY OF TOPEKA  
**METROPOLITAN TOPEKA PLANNING ORGANIZATION  
POLICY BOARD**



M I N U T E S

November 7, 2019

**Voting Members present:** Brian Armstrong, Kevin Cook, Matt Messina, Karen Hiller (4)

**Voting Members absent:** Jim Ogle, Brendan Jensen (2)

**City Staff present:** Bill Fiander, Planning Director; Carlton Scroggins, Planner III; Taylor Ricketts, Planner I; Kris Wagers, Administrative Officer

**Opening Business**

**Welcome** – Mr. Armstrong called the meeting to order with 4 members present for a quorum. Mr. Jensen arrived after all votes.

**Approval of minutes for August 22, 2019** - Motion to approve by Ms. Hiller; second by Mr. Messina.  
**APPROVED** (4-0-0)

**Public Comment** – None

**Action Items**

**TIP Amendment #7** - Project KA-4697-01, Roadway resurfacing along I-470; and Project KA-5483-01, Roadway resurfacing along K-4 Hwy

Mr. Scroggins reviewed the proposed amendment explaining that it is due to a decrease in cost and update to let years for one of the projects and the other is a new project. The proposed amendment has been out for public comment and received none.

Motion by Ms. Hiller to approve; second by Mr. Messina. **APPROVAL** (4-0-0)

**UPWP 2019 Amendment #3** – Mr. Scroggins reviewed the proposed amendment, explaining that it includes a reallocation of staff hours based on actuals to date. The amendment also includes a proposed update to the Bikeways Master Plan consultant contract to allow for additional time and public input with a cost increase of \$4,500. The contract hasn't been updated but approving the funds will allow for it without an update to the 2020 UPWP. The proposed amendment has been out for public comment and received none.

Based on a question from Mr. Messina, Mr. Scroggins added that the transit reallocation study has been removed from the total budget.

Motion by Ms. Hiller to approve; second by Mr. Messina. **APPROVAL** (4-0-0)

**UPWP 2020** – Mr. Scroggins explained that the document has been reviewed by TAC and KDOT and based on their input minor changes have been made. The document has been out for public comment for the required 20 days and none was received.

Ms. Hiller reviewed a handout she provided with discussion items. The items were reviewed and discussed. CPG funds can pay for studies which can potentially be added as a UPWP amendment. Projects can also be amended to broaden their scope. Mr. Scroggins noted that the Bike/Ped items are being discussed in the current Bikeways Master Plan Update.

**DRAFT**

Following review of the handout, there were no additional questions. Motion by Mr. Messina to approve; second by Mr. Cook. APPROVED (4-0-0)

## **Updates**

**Bikeways Master Plan Update** – Ms. Ricketts provided a handout and stated that public meetings have been held, surveys completed, an open house hosted, and multiple meetings held by the CSAC Advisory Committee. Currently the focus is to determine priority routes to focus on in hopes of having shovel-ready designs if grant funds become available. Basic criteria for the routes has been determined and a preliminary list of priority on-street routes and trail projects has been created. Input is still being requested with a goal of coming up with a “top ten” priorities list.

There was discussion and suggestions to clarify some of the descriptions of the projects. Additional public input will be sought.

**Local Consult (KDOT) Next Steps** – Mr. Messina noted that the next steps will be up to the consulting firm working on the project. Ultimately projects selected will not be for immediate construction but rather for study and refining. It was noted that bike/ped projects appear to be a priority at the consult meetings statewide.

**TA Grant 2021 Submissions** – Ms. Ricketts and Kristi Ericksen noted that COT has applied for the following:

- 10<sup>th</sup> Street Pedestrian Bridge (same as last year but with additional information/design provided)
- Enhancement of downtown pedestrian environment, which will include new pedestrian street light buttons, replacing curb ramps, and more. Area covered under the grant application is 6<sup>th</sup> – 12<sup>th</sup> Street between Topeka & Kansas Ave.

With nothing more on the agenda, meeting adjourned at 2:37PM

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



**Technical Advisory Committee**

M I N U T E S  
Thursday, January 20, 2020

**Voting Members present:** Kristi Wilson, KDOT; Edwin Rothrock (for Bob Nugent), TMTA; Carlton Scroggins, COT/MTPO; Bill Fiander, COT Planning; Jason Peek, COT Public Works; Randy Anderson, SNCO Planning; Curt Niehaus, SNCO Public Works (7)

**Voting Members Absent:** (0)

**City of Topeka Staff Present:** Taylor Ricketts & Kris Wagers, Topeka Planning & Development

**Roll Call**

The meeting was called to order by Chairperson Curt Niehaus with 7 present for a quorum.

**Approval of minutes for October 3, 2019**

**Motion** by Ms. Wilson to approve; **second** by Mr. Peek. **APPROVED** (7-0-0)

**Public Comment – none**

**Election of 2020 Officers –**

Following discussion of the typical rotation of chair/vice-chair, there was a motion by Mr. Fiander and second by Mr. Anderson to elect Carlton Scroggins as 2020 Chairperson and Kristi Wilson as 2020 Vice-Chairperson. APPROVAL (7-0-0)

**Action Items**

**2019-2022 TIP Amendment #8, request to put out for public comment:**

- C-5033-01 Upgrade traffic signals with protected lefts for RR crossing and intersections with left turn bays. Located along S. Topeka Blvd. @ 57<sup>th</sup>, University, and Gary Ormsby Dr.
- KA-5526-01 Bridge Maintenance work on Bridge #250 located at the junction of Croco Rd./I-70
- TMTA 5339 Grant for Maintenance Equip., Operator Barriers, and Bus stops for phase 10

Mr. Scroggins introduced the proposed amendment, noting regarding the first item that there have been a number of traffic accidents resulting from people making left turns in front of oncoming traffic.

Mr. Niehaus provided additional details about the proposed project. Signals will be replaced at 3 intersections; improvements will be electronic & structural and will include improved coordination with railroad crossings. KDOT will pay 90% and the county will pay the 10% match. The county hopes the project will be let by mid-September of 2020 with construction taking place over winter 2020-2021. Responding to a question from Mr. Peek, there's no formal plan in the design phase of the project to coordinate the signals.

Regarding Bridge 250, Mr. Niehaus noted that the timing may be a concern due to the fact that the county's SE 29<sup>th</sup> Street project will be continuing in 2020. Following additional information provided by Mr. Niehaus and discussion, it was noted that the purpose of today's amendment is to move forward so funds can be obligated. Mr. Niehaus's concerns will be shared with the appropriate people at KDOT and discussion will need to take place as the project is planned and timing is considered.

**DRAFT**

Mr. Scroggins introduced TMTA 5339 grant and Mr. Rothrock explained that the operator barriers provide protection to bus drivers and are becoming more common. To date there have been no significant assaults on the drivers, but TMTA is seeking to be proactive.

Motion by Mr. Peek, second by Mr. Fiander to approve the amendment go out for public comment. APPROVAL (7-0-0)

## **Discussion/Non-Action Items / Quick Updates**

### **TAC Bylaws**

Mr. Scroggins explained that the bylaws are being provided for review and comment. Mr. Peek asked if designated members are contacted about meetings and staff will update the contact list as necessary. Mr. Anderson stated that Anna Ortega will be the designated alternate for him and Mr. Peek stated that Kristi Ericksen and Brian Faust would be designated alternates for him.

### **Zagster Scooters / Bikes**

Mr. Fiander gave an update on negotiations that have taken place with Zagster regarding providing bikes and scooters. We have entered into an agreement with Zagster for a pilot period of 1 year, said agreement scheduled to begin in April 2020.

Mr. Fiander answered questions and Mr. Rothrock provided information about the current bikeshare program which is scheduled to end in 2020. They're not sure what will become of the current bikes but the last group was able to be sold.

### **Healthy Lifestyles Grants**

Ms. Ricketts explained BC/BS's Pathways to A Healthy Kansas program is currently taking grant applications for up to \$200k toward projects geared toward community-type projects. Planning & Development may submit an application but Ms. Ricketts wanted to make everyone aware that they can submit a letter of intent to BC/BS by January 17 if they're interested in applying. Applications will be due in March. Discussion included possible projects which might include temporary curbing for bike lane protection and trail connections. Mr. Fiander noted that this could potentially be included in Bikeways funding. Also mentioned was adding signage or medallions on trails giving info about distances.

### **Bikeways Master Plan Update**


Ms. Ricketts reported that currently the consultants are working on a list of priority projects and a draft document/plan. They are closer to finalizing the priority list to go to CSAC and eventually to the public to comment on. A document draft is expected by February 14 with a final draft in April.

## **Other**

Mr. Rothrock reported that automatic vehicle location went live last Monday and an app is now available so people can see bus locations and get updates in real time.

Mr. Rothrock was asked when TMTA expects to get electric buses. TMTA has won a grant to pay 85% of the purchase cost of electric buses. Mr. Rothrock explained that the board had requested studies be done to be sure of the impact electric buses would have prior to accepting the grant. The studies are not complete but seem to be pointing toward electric busses being an asset. Buses are not scheduled to be placed until March 2022 so they have some time. If they chose not to accept the grant, TMTA would pay 100% of the cost to purchase new diesel buses.

**The meeting adjourned at 3:02PM**



TRANSPORTATION  
IN MOTION

# TIP 2019-2022 AMENDMENT

## Amendment #8 2019-2022

Policy Board Date: 1/23/20

Projects Included:

- C-5033-01: Upgrade traffic signals (New to TIP) (KDOT)
- KA-5526-01: Bridge Repairs @ I-70/Croco Rd. (New to TIP) (KDOT)
- TMTA 5339 Grant: Maintenance Equip./ Operator Barriers/Bus Stops Phase 10 (New to TIP)

Total Amount  
of all projects:  
\$3,121,750

FEDERAL	STATE	LOCAL
\$1,289,400	\$1,394,740	\$437,610

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### METROPOLITAN TOPEKA PLANNING ORGANIZATION

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[www.topekamtpo.org](http://www.topekamtpo.org) | 785.368.3728

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Transportation  
Improvement  
Program

**TIP**

**PROJECT DATA SHEET**

**New TIP Project**

**2019-2022 TIP**

TIP #: C-5033-01

MTPO #: 1-20-02-1

Project Type:

Roadways & Bridges

Jurisdiction: (choose  
one)

KDOT

Project:

Upgrade traffic signals with protected lefts for RR Crossing  
& intersections with left turn bays

Fiscal Year(s):

2020

Location:

Topeka Blvd. at 57<sup>th</sup>, University & Gary Ormsby

Total Project Cost:

\$1,113,800

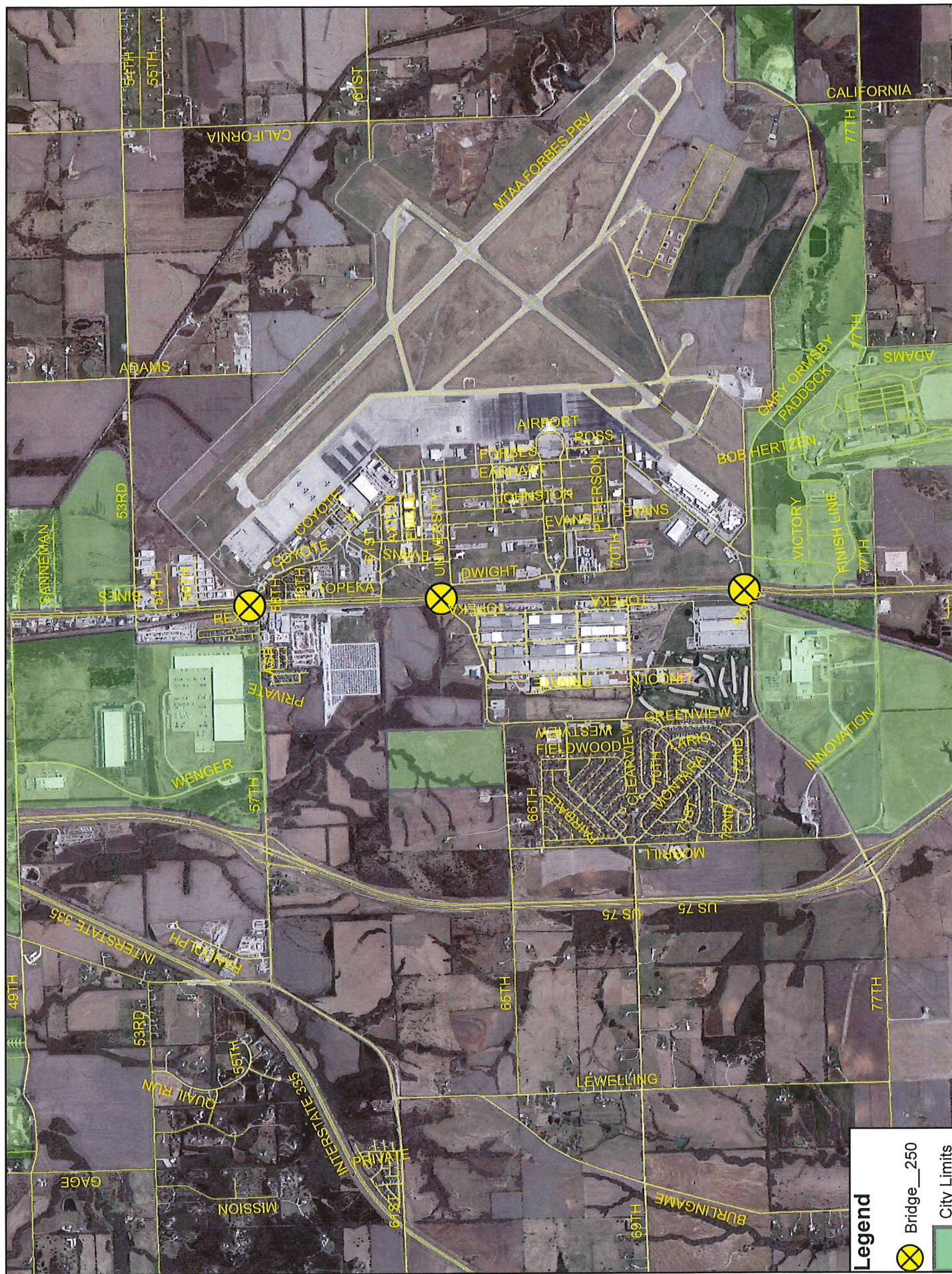
**PROJECT Description and Justification:** Program addition

**EXPENSE SUMMARY**

*Phase	Year of Obligation	Federal (\$) HSIP	State (\$)	Local (\$) County	TOTAL COST (\$)	AC?	Conver. Yr.
PE	2019	\$83,500		\$9,300	\$92,800		
Const.	2020	\$835,400		\$92,800	\$928,200		
CE	2020	\$83,500		\$9,300	\$92,800		
<b>TOTAL</b>		<b>\$1,002,400</b>		<b>\$111,400</b>	<b>\$1,113,800</b>		



# C-5033-01 Upgrade Traffic Signals on S.Topeka Blvd @ 57th,University, & Gary Ormsby





**PROJECT DATA SHEET**

**New TIP Project**      **2019-2022 TIP**  
TIP #: KA-5526-01      MTPO #: 1-20-01-3

**Project Type:**      Roadways & Bridges  
**Jurisdiction: (choose one)**      KDOT

**Project:**      Strip seal/Compression joint replacements and deck patching

**Fiscal Year(s):**      2020

**Location:**      I-70 Bridge #250 located at junction of Croco Rd./I-70

**Total Project Cost:**      \$376,900

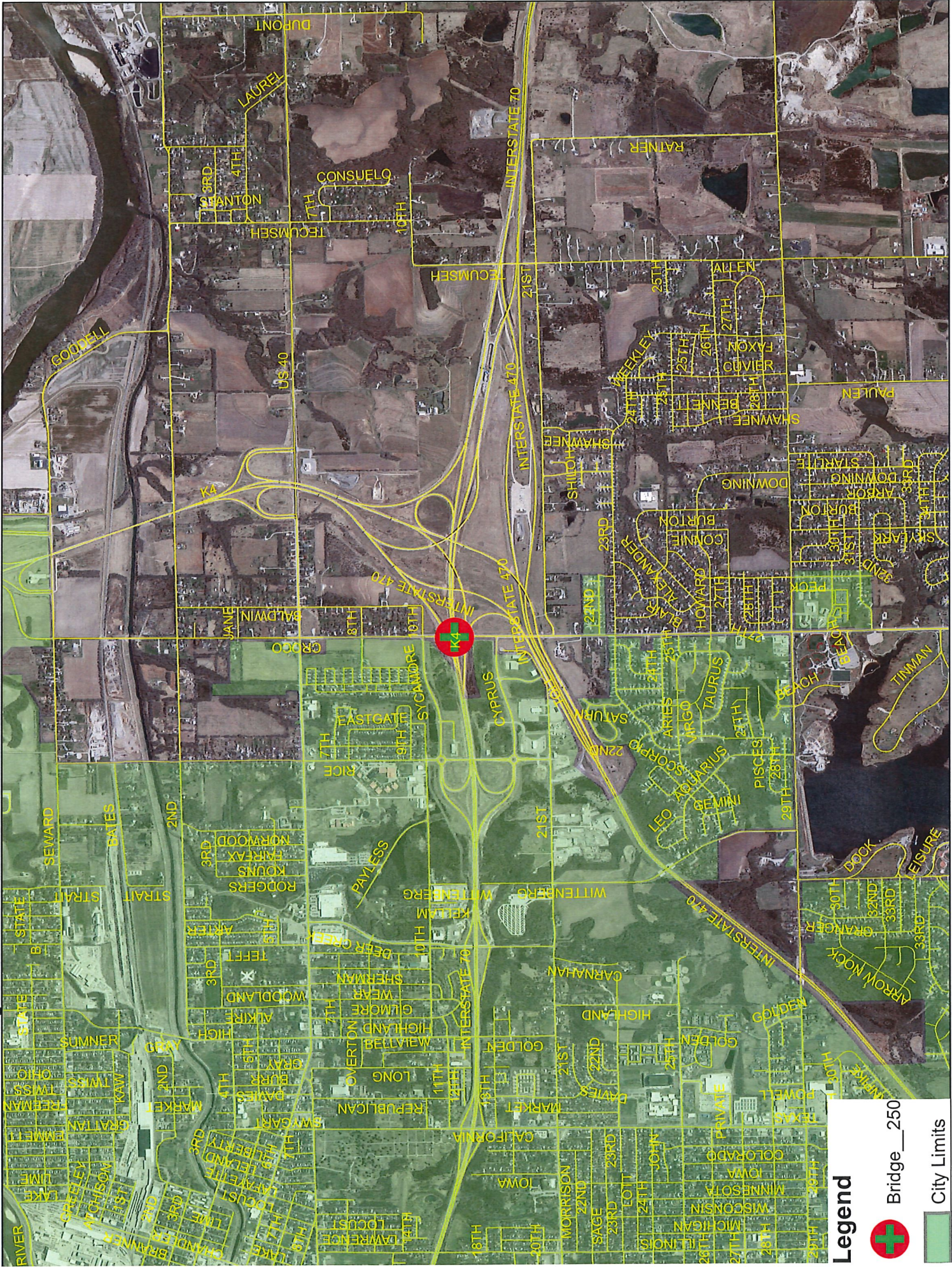
**PROJECT Description and Justification:** Program addition as requested by Debra Briant, 9/25/2019

**EXPENSE SUMMARY**

*Phase	Year of Obligation	Federal (\$) NHP	State (\$)	Local (\$)	TOTAL COST (\$)	AC?	Conver. Yr.
PE	2020		\$58,000		\$58,000		
Const.	2020		\$290,000		\$290,000		
CE	2020		\$29,000		\$29,000		
Const.		\$261,000	(\$261,000)		-	X	2021
CE		\$26,000	(\$26,000)		-	X	2021
<b>TOTAL</b>		<b>\$287,000</b>	<b>\$89,900</b>		<b>\$376,900</b>		



KA-5526-01: Bridge #250; I-70/Croco Rd. Junction: Bridge Maintenance and Deck Patching



Legend

 Bridge #250

 City Limits



# TMTA 5339 Grant Addition to 20192022 TIP

Juris: TMTA  
Location: Topeka

Year of Obligation:		2020
Grant:	Source:	Cost:
5339	KDOT	\$1,304,840
	Mill Levy	\$326,210
Total Project Cost:		\$1,631,050

Project Type: Capital Expenditures

Comments: Maintenance Equipment- \$320,100 / Operator Barriers - \$137,670 Bus Stops Phase 10 - \$1,173,280

# **Bylaws for the Metropolitan Topeka Planning Organization (MTPO) Policy Board**

## **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).

## **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.

## **Section 3. Membership**

### **3.1 Board Composition**

The membership of the MTPO Policy Board is as follows:

#### Voting Members

- a. Mayor of Topeka, or designee appointed by the Mayor from the City Council
- b. Two members of the Topeka City Council, selected by the City Council
- c. One member of the Shawnee County Commission, selected by the County Commission
- d. The Chair of the Topeka Planning Commission, or designee from the Topeka Planning Commission
- e. The KDOT Director of Planning and Development, or designee
- f. The Chair of the Board of the Directors for TMTA, or designee from the Board of Directors.

#### Ex Officio Members

- a. The Chair of the Shawnee County Planning Commission or designee from the Shawnee County Planning Commission
- b. The FHWA Kansas Division Administrator or designee
- c. The FTA Region VII Administrator or designee
- d. Other members as approved by majority vote of the Policy Board.



Ex Officio members shall sit with the same rights and privileges as MTPO voting members (request agenda items, participate in discussions, advise the MTPO, 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 MTPO Policy Board.

### **3.2 Member Selections and Termination**

Person's holding the above mentioned positions that choose to assign a designee are charged with selecting their representatives to sit on the Board according to their represented agency's own practices. The original appointing body or person shall fill MTPO Policy Board membership vacancies.

A person's membership on the MTPO Policy Board shall be terminated upon the member leaving his or her position named for membership on the MTPO Policy Board, or by the group represented by the person choosing a replacement representative.

### **3.3 Alternates**

Each Policy Board member may provide the name of an alternate that can represent the Board member if he or she cannot attend a meeting. The alternate must be a member of the same body that the policy board member represents. Elected officials named to the Board cannot send staff as an alternate. The Board member shall notify the Chairperson with this information before a meeting is called to order, and the Chair shall announce the presence of the alternate to the Board. The alternate for voting members will retain the voting privilege.

Policy Board members shall not send an alternate to more than 50% of regular meetings in each calendar year. If this occurs then the seat of that member shall be considered vacant for the meetings after this limit is reached, and after that point the alternate can attend the meetings as an observer only.

## **Section 4. Officers**

The officers of the MTPO Policy Board shall be a Chairperson and a Vice-Chairperson.

### **4.1 Election of Chair and Vice-Chair**

The first elected Chair and Vice-Chair shall be elected by the MTPO voting membership at a regular meeting. Terms for Chair and Vice-Chair shall begin immediately upon their election. Their term of office shall be one (1) year. The Chair and Vice-Chair positions are to be filled by voting members of the MTPO Policy Board.

### **4.2 Chairperson**

The Chairperson shall preside at MTPO Policy Board meetings; appoint subcommittees as needed; sign all resolutions approving required MPO documents, and sign the self-certification agreement stating that the MTPO's planning process complies with federal

regulations after the Policy Board approves it.

#### **4.3 Vice-Chairperson**

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

### **Section 5. Quorum**

A quorum of the MTPO Policy Board shall consist of a majority of the voting members. The Board 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 hour appointed for the meeting of the MTPO Policy Board, the Chairperson may adjourn the meeting. In that event, those members present may, by unanimous agreement, select another hour or day to meet.

If a quorum is not reached within fifteen minutes of the scheduled meeting time, those members present may, by unanimous agreement, select to continue the meeting as a public information meeting or workshop to discuss items on the agenda that do not require approval or action by the MTPO Policy Board. In this event, the names of the members present at such public information meeting or workshop and brief minutes of items discussed shall be recorded.

In the absence of the MTPO Chairperson and Vice-Chairperson, the MTPO Secretary or staff representative shall determine whether a quorum is present and in that event shall call for election of a temporary Chairperson. Upon the arrival of the Chairperson, or Vice Chairperson, the temporary Chairperson shall relinquish the Chair upon conclusion of the business immediately before the MTPO.

### **Section 6. Meetings**

#### **6.1 Regular Meetings**

The MTPO Policy Board shall meet in regular meetings not less than four (4) times per year. The location and time for regular meetings shall be as agreed to by a majority of the voting members. Locations for regular MTPO meetings shall be held at locations accessible by persons with disabilities. The MTPO Secretary shall give public notice of regular meetings not less than seven (7) calendar days prior to the meeting. Changes to meeting time, place or date and any cancellations of regular meetings shall be made as soon as practicable or at least twenty-four (24) hours prior to when such meeting was to have taken place.

#### **6.2 Special Meetings**

Either the Chairperson or a majority of the voting members may call special MTPO Policy Board Meetings. The MTPO Secretary shall give public notice of special meetings not less than seven (7) calendar days prior to the meeting. In the event that the MTPO Chairman or other caller of the meeting wishes to cancel or change the meeting time of a Special MTPO Policy Board meeting, advance notice of such cancellation or change shall be made as soon as practicable and at least twenty-four (24) hours prior to when such meeting was to have taken place. Locations for special MTPO meetings must be accessible.

### **6.3 Board Actions**

All official actions of the MTPO Policy Board shall be by adoption of resolutions or motions. Action by adoption of a resolution shall occur for all matters required by federal or state regulations for approval of agreements, contracts, budgets; organizational structure, planning documents, etc, and any other matters deemed by the MTPO Chairperson to be of sufficient importance to warrant adoption by a formal resolution. All other actions of the MTPO Policy Board shall be by adoption of a motion. All official actions of the MTPO Policy Board shall be recorded in the minutes and kept in the MTPO's permanent files. Verbatim minutes are not required, but minutes shall include an accurate summary of discussions and actions taken.

### **6.4 Voting Requirements**

Each Policy Board voting member shall have one vote. In the absence of a regular Policy Board voting member, the designated alternate shall have the voting power.

### **6.5 Agendas**

#### Regular MTPO Policy Board Meetings

There shall be an official agenda for every regular meeting of the MTPO Policy Board, which shall determine the order of business conducted at the meeting. The Secretary in consultation with Policy Board Members shall draft a meeting agenda. The draft agenda will be presented to the Chairperson for approval and upon that approval will be distributed to the Board members. Meeting agendas sent to Board Members shall be accompanied by appropriate materials (e.g., staff reports, draft documents, etc.). Regular meeting agendas shall be distributed to Board members at least seven (7) calendar days in advance of the meeting. Upon delivery of the agenda to Board members the agenda shall be available for public inspection at the MTPO staff offices. Public notice of regular MTPO Policy Board meetings shall be made at least seven (7) days in advance.

#### Special Meetings

Special Meeting agendas are restricted to the business designated in the call for the meeting. The MTPO Staff will deliver agendas for those meetings to the MTPO members as quickly as possible once the Chairperson approves it.

### **6.6 Record of Proceedings**

At all meetings of the MTPO Policy Board, the Secretary shall record a roll of members, minutes of proceedings, a record of votes, and shall keep a record of proceedings of the MTPO Policy Board. The Secretary shall record the minutes of each meeting as a matter of public record and should present such minutes to the MTPO Policy Board for approval at the Board's next meeting. Approved Minutes of the MTPO Policy Board Meetings shall be available for public inspection at the MTPO staff office within the next business day after approval and posted on the MTPO staff web site within a week after their approval.

#### **6.7 Parliamentary Authority**

The Policy board shall establish parliamentary rules for the MTPO Policy Board by a two-thirds vote of the voting members.

#### **6.8 Appearance Before the Commission**

Petitioners or their representatives, members of the community at large or individuals or their representatives who feel they will be affected by any MTPO action may appear before the MTPO Policy Board to present views and statements either for or against agenda items. Persons addressing the Board must limit their comments to items on the agenda. The Board may impose time limits on comments from one person or one organization. The public may address their comments or concerns to the Board in person or in writing.

#### **6.9 Open Meetings**

All meetings of the MTPO Policy Board shall be open to the public.

#### **6.10 Conflict of Interest**

No member of the MTPO Board 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 Board or its committees, the Chairperson shall declare an abstention for each affected Board 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. MTPO staff will also keep the MTPO Policy Board informed on all communications. The Topeka Planning Director or staff representative shall serve as the Secretary to the MTPO Policy Board.

### **Section 8. MTPO Sub-Committees**



MTPO Subcommittees may be designated by the MTPO as necessary to investigate and report on specific subject areas of interest to the MTPO.

#### **8.1 Technical Advisory Committee**

The MTPO, as stated in the Designation Agreement, shall include a Technical Advisory Committee (TAC) to assist the MTPO with collecting information, performing technical reviews, formulating recommendations, setting priorities, and other matters as directed by the Policy Board.

#### **8.2 Additional Committees**

Other sub-committees to advise the MTPO on metropolitan transportation planning related issues and processes might be appointed by the MTPO Policy Board.

### **Section 9. Amendments to Bylaws**

These bylaws may be amended by a two-thirds vote of the MTPO Board 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 MTPO Chairperson 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 MTPO Bylaws and MTPO Designation Agreement. All amendments to these Bylaws shall be recorded by date and incorporated into these Bylaws. New revised Bylaws shall be delivered to MTPO Policy Board members (both voting and non-voting) at the next regular MTPO Policy Board meeting following the Bylaws amendments.