

Appendix F: Transportation Policy Body Title VI approval
(Agenda item & TPB meeting summary and action)



Transportation Policy Body (TPB) meeting notice
Tuesday, May 12, 2015 at 3:00pm
455 N. Main – 10th Floor, Wichita, KS 67202-1688

Please call us at 316.268.4315 at least 48 hours in advance if you require special accommodations to participate in this meeting. We make every effort to meet reasonable requests.

AGENDA

[Please note that the meeting agenda is subject to change during the meeting.]

*All agenda items indicated by a double asterisk (**) are a part of the consent agenda and will be acted on in a single motion. Item(s) on the consent agenda can be removed from it and considered independently upon request. Estimated times for agenda items are listed in parentheses.*

1. Call meeting to order and welcome
Tom Jones, Chair
2. **Action:** May 12, 2015 meeting agenda
Tom Jones, Chair
3. **Action:** [April 14, 2015 Meeting Minutes](#)
Tom Jones, Chair
4. [Public Comment Opportunity](#)
Tom Jones, Chair
5. **Update:** [Committee Reports and Planning Partner Updates](#) (25 min)
Tom Jones, Chair
 - Tom Jones, Chair, Executive Committee
 - Dan Woydziak, Chair, Technical Advisory Committee (TAC)
 - Mike Moriarty, Chief of Transportation Planning, Kansas Department of Transportation (KDOT)
 - Tom Hein, Public Affairs Manager, KDOT Wichita Metro
 - Steve Spade, Director, Wichita Transit

WAMPO's public participation process satisfies Wichita Transit's public participation requirements for their Program of Projects. Additionally, our public notice of public involvement activities and time established for public review of and comments on the Transportation Improvement Program (TIP) satisfy Wichita Transit's requirements for their Program of Projects. It is a policy of WAMPO to carry out all programs and activities in compliance with Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin. For more information or to obtain a Title VI Complaint Form, please [click here](#).

- Kristen Zimmerman, Planning Manager, WAMPO Staff
6. **** Action: [Consent Agenda](#) (5 min)**
Tom Jones, Chair
 - **6a. Title VI Program Update
Tricia Thomas, Associate Planner
 - **6b. WAMPO Director Recruitment Services Consultant Agreement
John Schlegel, TPB Secretary
 7. **Action : [2016 Transportation Improvement Program \(TIP\) Development Process](#) (15 min)**
Kristen Zimmerman, Planning Manager
 8. **Action : [MOVE 2040 Recommendations](#) (15 min)**
Gloria Jeff, Principal Planner
 9. Other Items
Tom Jones, Chair
 10. Adjournment
Tom Jones, Chair

John L. Schlegel, Secretary
May 5, 2015



Title VI Background

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms “program or activity” to include all programs or activities of Federal Aid Recipients, sub-recipients, and consultants/contractors, whether such programs and activities are federally assisted or not.

In addition, Executive Order 12898 and Executive Order 13166 further extend Title VI provisions to specifically consider low income, minority, and limited English proficient persons in the planning process.

WAMPO’s Title VI Program Update

WAMPO’s Title VI program includes administrative/oversight activities, regional demographics, board/committee demographic make-up and planning/programming activities per federal requirements. To date no Title VI complaints have been by WAMPO or its sub-recipients.

The Federal Transit Administration (FTA) requires WAMPO to document its compliance with Title VI by submitting a Title VI Program once every three years. The last Title VI Program submitted to FTA was in year 2012. The due date for the upcoming submission June 2015.

The updated Title VI Program (*Attachment 1*) contains both the program and plan updates as well as reporting on the new FTA requirements. The following is a summary of some of the key elements and findings within both documents:

- The update to the Title VI Program included the new requirement of reporting both board and committee demographics, most specifically minority population representation. The distribution of the existing board/committee make-up showed opportunities for diversification among representatives.
- Another new requirement included an analysis of the WAMPO region minority populations overlaid with the existing distribution of State and Federal transportation funds. The purpose of this analysis was to determine if there were any disparate impacts associated with the funding distribution to minority populations in the WAMPO area. The findings of this analysis showed that there were no disparate impacts.

- The Limited English Proficiency Plan (LEP) (appendix C of the attached Title VI Program) analyzes the prevalence of individuals with limited English proficiency in the WAMPO area. The LEP plan was updated based on new census data, which showed both Vietnamese and Spanish speaking individuals as the two primary LEP populations in the WAMPO area.

Staff recommended action

- Approve the 2015 Title VI Program, as proposed.

Attachment

- Draft 2015 Title VI Program



You can request a recording of the entire meeting by calling 316.268.4315. Thank you.

WICHITA AREA METROPOLITAN PLANNING ORGANIZATION Transportation Policy Body (TPB) Meeting Summary		
05.12.15	Meeting Time: 3:03p.m.	Meeting Location: 455 N. Main, 10 th Floor Conference Room Wichita, KS 67202
Type of Meeting:	Regular	
Members Present:	Pete Meitzner, City of Wichita (Vice Chair) Bruce Armstrong, City of Haysville Kelly Arnold, Sedgwick County James Clendenin, City of Wichita (in at item 4) Robert Conger, City of Kechi (in at item 5) Clair Donnelly, City of Maize Laurie Dove, City of Valley Center Jack Hezlep, City of Derby Jim Howell, Sedgwick County Carl Koster, City of Cheney Guy MacDonald, City of Bel Aire Janet Miller, City of Wichita (in at item 5 and out at item 8) Mike Moriarty, KDOT Kathy Sexton, City of Derby (Alt. sat at the table with new member Mr. Hezlep) Troy Tabor, City of Andover Dave Unruh, Sedgwick County Burt Ussery, City of Clearwater Dan Woydziak, Butler County	
Other Attendees:	Toyia Bulla, Non-Profit Solutions Misty Bruckner, Wichita State University Marla Flentji, The Austin Peters Group Vicki Forbes, WAMPO Carol Gilchrist, WAMPO Gloria Jeff, WAMPO Katherine Newby, WAMPO Austin Parker, Parker, Parker & Parker, PA. Davonna Moore, KDOT John Schlegel, (Secretary) Michael Spadafore, KDOT Tricia Thomas, WAMPO Chris Upchurch, WAMPO Jim Weber, Sedgwick County Philip Zevenbergen, Wichita Transit Kristen Zimmerman, WAMPO	
1. Call Meeting to Order and Welcome		
	Pete Meitzner, Vice Chair, TPB	
Mr. Meitzner called the meeting to order at 3:03p.m.		
2. Action: May 12, 2015 Meeting Agenda		
	Pete Meitzner, Vice Chair, TPB	
Discussion	None.	
Action	Motion	Second
Moved to approve the May 12, 2015 meeting agenda. Motion was unanimous (14-0).	Donnelly	Ussery



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3. Action: April 14, 2015 TPB Meeting Minutes		
	Pete Meitzner, Vice Chair, TPB	
Discussion	None.	
Action	Motion	Second
Moved to approve the April 14, 2015 TPB meeting minutes. Motion was unanimous (14-0).	Ussery	Donnelly
4. Public Comment Opportunity		
	Pete Meitzner, Vice Chair, TPB	
Discussion	Ms. Bruckner, director of the Hugo Wall School of Public Affairs at Wichita State University, presented Ms. Jeff with a certificate of achievement for completing the Mini Masters of Public Administration Program.	
5. Update: Committee Reports and Planning Partner Updates		
	Pete Meitzner, Vice Chair, TPB	
Discussion	<p>Mr. Meitzner gave the Executive Committee report. The agenda items for the upcoming TPB retreat will include WAMPO's Organizational Development Plan, MOVE 2040, and the 2016 budget kick-off. A strategic plan for WAMPO will be shared at the retreat including the procurement process for the recruitment firm tasked with hiring the Director position and as well as for the WAMPO's administrative framework support (either to become an independent organization or to stay under the umbrella of the City of Wichita).</p> <p>Mr. Woydziak reported that the Technical Advisory Committee (TAC) took action on the 2016 Transportation Improvement Program (TIP) Development Process, were given an update on MOVE 2040, and heard a presentation from the director of the K-96 Corridor Association.</p> <p>Mike Moriarty, Section Manager, Statewide Transportation Planning, Kansas Department of Transportation (KDOT) reported that the state legislation session, anticipated to end on May 16th, is considering major changes to the current budget that may have impact KDOT funding.</p> <p>There was not an update from Tom Hein, Public Affairs Manager, KDOT Wichita Metro.</p> <p>Mr. Zevenbergen said that Wichita Transit (WT) is moving forward with their Tiger Grant application. WT is also continuing the operations analysis/fare study to assist in determining the best services WT provides in light of budget shortfalls for 2016. Staff will begin to formulate recommendations and will report them to the TPB in June or July. Ozone season is April-October. A CMAQ grant will help to provide free-fares on Ozone alert days. Free-fares week is June 15-20. National "Dump the pump" day is June 18th. System-wide performance shows an increase in ridership</p> <p>Ms. Zimmerman, Planning Manager for WAMPO, said that staff is in the process of transitioning to using Constant Contact for email correspondence. A glossary of acronyms was provided to each member. The 1st Quarter Financial Report was included in the meeting packet and shows that expense for this quarter were \$180,000 which is 15% total budget.</p>	
6. Action: Consent Agenda		
	Pete Meitzner, Vice Chair, TPB	
Discussion	None.	
Action	Motion	Second
Moved to approve the consent agenda and take the recommended action(s). Motion carried (16-0).	Miller	Donnelly



You can request a recording of the entire meeting by calling 316.268.4315. Thank you.

7. Action: 2016 Transportation Improvement Program (TIP) Development Process		
Kristen Zimmerman, Planning Manager		
Discussion	<p>The annual process to develop a new TIP usually starts in the spring and wraps up in the fall. This year, the Federal Certification Review and the MOVE 2040 plan are two factors that complicate starting this process. The upcoming Federal Certification Review will assess the WAMPO TIP and will most assuredly develop some recommendations for the process to develop and manage the TIP. The final report from the Federal Certification Review will be completed in September 2015. In addition to this, the MOVE 2040 implementation process has not yet been drafted, vetted, or approved. This process of the review will likely make recommendations for how to better connect the TIP and implement the MTP. Since these two factors will not be final until well into the usual TIP development cycle, staff are recommending that WAMPO not follow the existing process to develop the 2016 TIP.</p>	
	<p>Over the last two months, the Technical Advisory Committee (TAC) discussed options, and weighed the pros and cons to continue to use the current 2015 TIP or develop a new 2016 TIP. The TAC directed staff to discuss the options with current project sponsors to identify any concerns or preferences. In addition, WAMPO staff asked staff from the Kansas Department of Transportation (KDOT) Statewide Transportation Improvement Plan (STIP) and WAMPO's federal regulators for their input.</p>	
	<p>Three concerns were raised – how to add projects for 2019, how to account for partially funded projects in 2018, and how to allow project sponsors to request changes. After discussing the concerns and options with project sponsors and KDOT STIP staff, the TAC developed a final proposal for the TPB consideration to continue to use the 2015 TIP and to carry out a TIP Reassessment Project. The staff recommended action is to waive the new TIP Development Process and Procedures described in the TIP Policy for the 2016 TIP Development purposes.</p>	
Action	Motion	Second
Moved to approve the Approve the 2016 TIP Development Process, as proposed. Motion carried (16-0).	Ussery	Unruh
8. Action: MOVE 2040 Recommendations		
Gloria Jeff, Principal Planner		
Discussion	<p>MOVE 2040 is nearing the completion of Phase 3 of the development plan. This phase has included development of a draft plan, Citizens' Report, more than twenty presentations throughout the region, as well as an online survey. The six- week public engagement effort ended on April 30, 2015.</p>	
	<p>The recommendations from Phase 3 were developed to reflect comments, lessons learned and needed actions throughout the MOVE 2040 development process. The sources of input included committee meetings, presentations, staff observations and ideas provided by WAMPO planning partners. These items will guide implementation activities after the plans adoption.</p>	
	<p>Monitoring and progress reporting recommendations include yearly outreach, a dashboard based or web based instrument and providing information at completion of significant project milestones.</p>	
	<p>Ms. Sexton said that she likes the idea of a dashboard to collect data, but wants to urge caution to not spend a lot of time and money to work on a system that may be labor intensive for jurisdictions, particularly small ones. Ms. Jeff feels that Ms. Sexton makes a great point to keep it simple and to not invest too much money and time into a dashboard.</p>	
<p>Mr. Meitzner suggested maybe an app that would enable this information to be viewed, but feels that WAMPO should move with caution while embracing technology. Ms. Jeff said that perhaps a simple solution is to provide a link to the website for jurisdictions to view project status updates.</p>		



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Discussion	<p>Ms. Miller said that she initially was a proponent of the MOVE 2040 project portal used for jurisdictions to submit projects for inclusion in the long range plan. However, she did not realize the time and effort it would take for jurisdictions to submit projects in the portal. Because of this, she is not sure of the creation of a new dashboard for tracking the status of projects. Mr. Koster agreed.</p>		
	<p>The PAC/TAC categories for recommendation include: alternate modes of travel, data, freight, preserve and maintain, safety, and additional topics (i.e. improve coordination, MTP, TIP coordination, user satisfaction survey, air quality, monitoring and reporting, and workshops).</p>		
	<p>Ms. Sexton asked to explain the meaning of “asset management”. Ms. Jeff stated that asset management refers to having one system of determining the condition of roads, streets, sidewalks, etc. for each jurisdiction that will enable choosing projects on the basis of need.</p>		
	<p>Mr. Tabor asked what kind of decisions can be made once all that data is received. Ms. Jeff gave the example that if most of the area bridges are in bad shape, based on the criteria of the common requirements, money can be put toward the most need. Ms. Sexton said that this approach makes the system fair regarding who gets the money. Mr. Tabor said that this would use data to determine who gets the money based on need, rather than fighting for the money. It allows for determining projects based on an objective scale. Mr. Tabor recommends not having a dashboard, but rather have an update at the TPB meetings.</p>		
	<p>Once the TPB approves the proposed recommendations for MOVE 2040, the next steps in the process is to include the recommendations in the final Citizens’ Report and the Technical Version of MOVE 2040, adopt an amendment process, and adopt a monitoring and reporting regime.</p>		
Action		Motion	Second
Moved to approve the recommendations for MOVE 2040, as proposed by the TAC. Motion carried (14-0).		Unruh	Ussery
9. Other Items			
Pete Meitzner, Vice Chair, TPB			
Discussion	<p>Mr. Ussery said that at the last REAP meeting there was a comment made regarding budget which made him wonder if as a board we were undercutting our budget by being too conservative. He proposed the idea of “pushing the envelope” in regards to asking for higher amounts of funding in the hope to get it and be willing to shift back when it is not received. Ms. Jeff said that the methodology taken regarding the budget is to make the budget within the federal dollars received. Mr. Parker added that there are specific requirements in how we structure line items within the budget.</p>		
	<p>Mr. Schlegel stated that the federal requirement is for plans to be fiscally constrained and to not exceed the revenue that is received. The typically process it to amend the TIP as funds become available. Ms. Jeff said that Congress determines the amount distributed to each MPO based on the size of a community, how much road is in the region, etc. Currently, Congress is deliberating on this amount and will be determining the amount of allocated to each MPO.</p>		
10. Adjournment			
Pete Meitzner, Vice Chair, TPB			
Discussion	The meeting adjourned at 4:17p.m.		
Action		Motion	Second
Moved to adjourn the TPB meeting. Vote was unanimous (14-0).		Meitzner	Ussery