



Transportation Policy Body (TPB) Meeting Agenda

Tuesday, March 9th at 3:00 pm

<https://global.gotomeeting.com/join/712691765>

Please call us at 316-779-1321 at least 48 hours in advance if you require special accommodations to participate in this meeting. We make every effort to meet reasonable requests.

Meeting Agenda

[Note: Meeting agenda is subject to change during the meeting.]

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2. Regular Business	
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C. Director's Report	
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D. Consent Agenda	
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A. Action: Transportation Policy Body (TPB) Bylaw Amendments Commissioner David Dennis, TPB Chair	Pages 24 to 37
B. Action: Technical Advisory Committee (TAC) Bylaw Amendments Commissioner David Dennis, TPB Chair	Pages 38 to 47
C. Action: WAMPO Committee Members Commissioner David Dennis, TPB Chair	Page 48
D. Update: City of Maize' Land-use & Transportation Growth and its plans to connect with the Region Jolene Graham and Richard LaMunyon, City of Maize	
5. Committee & Partnership/Updates	
A. Executive Committee	
B. Committees: Regional Freight (Karyn Page, Sara Clark); Active Transportation (Alan Kailer & Jack Brown)	
C. KDOT, Wichita Metro	
D. KDOT (Kansas Department of Transportation)	
E. FHWA (Federal Highway Administration)	
6. Other Business	
7. Adjournment	

Chad Parasa, TPB Secretary

March 2, 2021

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Meeting Summary
Transportation Policy Body (TPB) Meeting Summary
Tuesday, February 9th @ 3:00 PM
Online Meeting

Meeting Duration: 51 minutes

Members in Attendance:

Dan Woydziak, Chair, Butler Co.
David Dennis, Vice Chair, Sedgwick Co.
Troy Tabor, Andover/TAC Chair
Jack Hezlep, Derby
Bruce Armstrong, Haysville
Mike Moriarty, KDOT
Brent Terstriep, KDOT

Brent Clark, Valley Center
Anne Stephens, Bel Aire
Kelly Arnold, Sedgwick Co.
Tom Hein, KDOT
Becky Tuttle, Wichita
Ronald Colbert, Valley Center
Bryan Frye, Wichita
Cindy Claycomb, Wichita

Jim Benage, Bel Aire
Jim Howell, Sedgwick Co.
Tom Jones, Park City
Tom Stolz, Sedgwick Co.
Warren Porter, Rose Hill

Other Attendees:

Chad Parasa, WAMPO Director
Michelle Styles, WAMPO Staff
Brad Shores, JEO
Jane Byrnes, League of Women Voters
Gary Janzen, City of Wichita
Rene Hart, KDOT

Kelly Rundell, Hite, Fanning & Honeyman LLP
Kurt Yowell, MKEC
Raven Alexander, Wichita Transit
Matt Messina, KDOT
Matthew McDonald, FHWA

Jim Weber, Sedgwick Co.
Brett Letkowski, TranSystems
Ron Nuessen, Alfred Benesch & Company
Tod Salfrank, KDOT
Kristen Zimmerman, PEC

1. Mr. Woydziak called the meeting to order at 3:00 PM.

2. Regular Business

A. Approval of February 9, 2021 Agenda

Discussion: None

Action: Moved to approve agenda as presented. Motion passed (19-0).

Motion: D. Dennis

Second: D. Woydziak

B. Approval of January 12, 2021 Minutes

Discussion: None

Action: Moved to approve minutes with corrections. Motion passed (19-0).

Motion: T. Tabor

Second: D. Dennis

C. Director's Report

i. Overview of Year 2021 & Planning Activities

Chad Parasa presented overview of Transportation Planning Activities for the year 2021, as well as for the next five years. Mr. Parasa noted that most of MPO activities and actions fall into three categories

1. MTP (Metropolitan Transportation Plan, or, Long Range Transportation Plan for the region. MTP is updated every 5 years
2. TIP (Transportation Improvement Program) which is updated every two years, and
3. UPWP (Unified Planning Work Program) documents WAMPO staff planning activities and tasks budgeted, to accomplish development MTP and TIP.

Mr. Parasa also noted that WAMPO received apportionment of the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds of \$3,789,097. These funds are available for obligation until September 30, 2024. Projects selection for these CRRSAA funds occur in the

same way TIP projects selection takes place. More information regarding eligible projects will be coming at a later date.

3. Consent Agenda

- A. [TIP 2021-2024 Amendment #2](#)

- B. [Revised UPWP 2021 Amendment #1](#)

Discussion: None

Action: Moved to approve the consent agenda, as proposed. Motion passed (19-0).

Motion: J. Benage

Second: T. Tabor

4. Public Comment Opportunity –

Jane Byrnes addressed the board regarding the surveys that were developed as part of WAMPO long range transportation plan, called as, Re-Imagined 2040. 72 surveys that were conducted between 2017 to 2019. Mrs. Byrnes expressed that these survey report provides understanding of the desire, need and trend of WAMPO residents.

5. New Business

A. [Action: Election of Officers](#)

Mr. Woydziak completed his 2 year term as a Chairman of TPB (Transportation Policy Body), a new Chairman is needed. D. Woydziak nominated Mr. David Dennis to be WAMPO's TPB Chair for 2021. Mr. Dennis was elected as new Chairman of WAMPO board.

Action: Moved to approve as proposed. Motion passed (19-0).

Motion: D. Woydziak

Second: T. Jones

TPB's Vice Chairman position is needed, since Mr. Dennis will replace previous chair. Mr. Woydziak nominated Troy Tabor. Mr. Dennis nominated Becky Tuttle.

Action: Moved to close nominations for Vice Chair. Motion passed (19-0).

Motion: D. Woydziak

Second: D. Dennis

Mr. Dennis opened it up for the TPB board to vote on 2021 Vice Chair.

Action: Becky Tuttle was voted in as Vice Chair for 2021 WAMPO's TPB (Transportation Policy Body).
 Troy Tabor – 4 Votes
 Becky Tuttle – 11 Votes

B. Update: TIP Amendment Projects List and Location

Amendment #2 requests for changes were accepted for 7 projects.
 Of these, 5 will require formal action and 2 are administrative changes

Projects in WAMPO 2021-2024 TIP Amendment 2

# on Map	Amendment or Adjustment	Project Name
1	Amendment	Patriot Ave.: WB Right Turn Lane to K15 NB
2	Amendment	61st Street North, Broadway to the Wichita Valley Center Floodway Bridge
3	Amendment	Ford St Economic Development in Valley Center/Park City
4	Amendment	K-96: Discovery Phase for Upgrade from 4-Lane to 6-Lane
5	Amendment	Redeck Bridge #113 on US-54 in Sedgwick County
6	Adjustment	17th Street, I-135 to Broadway
N/A	Adjustment	Wichita Transit Replacement Paratransit Vehicles

C. Action: WAMPO Local Match funding needs

CPG comprises of funds made available to WAMPO from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), for transportation planning purposes as outlined in the annual UPWP (Unified Planning Work Program). Solutions to 20% local match funding issues had been discussed since the past three years. Increased need for local matching funds discussed, in order to address three issues (1) address past financial deficit due to inadequate local matching funds (2) present need of local match funds to meet 2021 UPWP CPG funding requirements, and (3) future anticipated increase in 'transportation planning tasks' and 'future available funds'.

Members of the Transportation Policy Body discussed local matching funding needs for the WAMPO region. WAMPO introduced various options including a 3% increase on TIP fees. Members agreed that a '3% TIP fees' would address some of the local match needs.

	Option 1	Option 2
	5% TIP Fees	3% TIP Fees
Membership dues	\$ 50,000	\$ 50,000
TIP Fees	\$450,000	\$270,000
TOTAL	\$500,000	\$320,000

Action: Moved to approve the 3% of TIP fees for one year, and re-visit and re-evaluate TIP fees after one year. This amends section 2.2.1 of Fiscal Agreement. Motion passed (19-0).

Motion: D. Dennis

Second: D. Woydziak

B. Action: Receive and File Year 2019 Audit

Action item was moved from consent agenda for further discussion. Mr. Benage expressed concern with the 2019 audit and asked for further clarification of actions being taken to correct deficiencies. Mr. Dennis and Mr. Woydziak addressed Jim's concerns and gave detailed explanation of how WAMPO has corrected its issues including, but not limited to, a consultant that was brought in to help with preparation for the 2019 audit, being more transparent with AGH, and implementing new financial policies. These corrective actions had been progressively implemented during last part of 2019 and 2020. Mrs. Tuttle also noted that WAMPO staff have formed a written corrective action plan, this document will help WAMPO with staying on track.

Action: Moved to receive and file year 2019 audit. Motion passed (19-0).

Motion: D. Dennis

Second: J. Benage

A. Committee Reports/Updates

A. Executive Committee, David Dennis

No Update

B. Regional Freight Committee, Karyn Page

The next meeting for WAMPO Freight Committee is on March 31st.

C. Safety & Health Committee, Chad Parasa

The next meeting for WAMPO Safety & Health Committee is on May 19th.

D. Active Transportation Committee, Alan Kailer

The next meeting for WAMPO Active Transportation Committee is on March 2nd.

E. Kansas Department of Transportation update, Tom Hein and Mike Moriarty

Mr. Hein updated the board on the Green Project. Inclement weather postponed the project, but will restart on February 10th. Other projects are slated to start in spring. For more information or a weekly update, please contact Tom Hein.

Mr. Moriarty shared vehicle travel data with the board. Important facts to note: Traffic numbers for March, April and May of 2020 dropped tremendously due to the pandemic. The year 2020, daily travel dropped 10% statewide. M. Moriarty also noted that the state of Kansas received \$94 Million dollars in additional federal funds as part of the Coronavirus Response and Relief Act. \$5.3 million was directly assigned to Metro Kansas City and \$3.8 million was assigned to Wichita. The remaining \$84 Million was given for KDOT to utilize.

- F. Federal Highway Administration update, Matt McDonald
Mr. McDonald updated the board on the status of the COVID Relief Fund. The policy and guidance is now at the headquarters level. The money should be available next couple of months once it's been reviewed and approved. These general appropriated funds will expire on September 30, 2024.

B. Other Business – None

C. Meeting adjourned at 3:51 PM.

Next Meeting will be held on Tuesday, March 9, 2020 at 3:00 PM.

DRAFT



Action: Consent Agenda Item i
TranSystems Regional Travel Demand Model Contract Extension
Chad Parasa, Director, WAMPO

Background

In March 2018 WAMPO entered into a contract with TranSystems to maintain regional travel demand model for the WAMPO region. This contract was set to run through March 31, 2021. However, this project has taken longer than anticipated. The proposed contract amendment extends the contract until December 31, 2022.

Considerations

- The extended contract will allow sufficient time to provide staff training and technical support.
- The contract extension does not change the total dollar amount of the contract.
- TranSystems has agreed to the contract extension.
- The Attorney for WAMPO has approved the proposed contract amendment as to form.

Recommended action

- Approve the amendment to the contract with TranSystems.

Attachment:

- [TranSystems – WAMPO Travel Demand Model Contract Extension](#)

CONTRACT AMENDMENT

For

Travel Demand Model Development
Consultant Agreement
TranSystems Corporation
Wichita, Kansas 67202

THIS CONTRACT AMENDMENT is entered into with an effective date of the ____ day of _____, 2021 by and between the Wichita Area Metropolitan Planning Organization, (hereinafter referred to as “the Client”); and TranSystems Corporation, (hereinafter referred to as “the Consultant”)

WITNESSETH THAT:

WHEREAS, on the 13th of March, 2018, the above-named parties entered into a Travel Demand Model Support Services Consultant Agreement for the Consultant to provide project support in the development and completion of Travel Demand Model support (hereinafter referred to as the “original agreement”); and

WHEREAS, the cost for the project was not to exceed the dollar amount for the compensation for services and expenses detailed in Exhibit C, Task 1 through Task 8, of the original agreement, totaling \$189,475; and

WHEREAS, the original agreement specified the agreement term was to be from the date of the agreement through March 31, 2021; and

WHEREAS, the above-named parties desire to extend the term of the original agreement through December 31, 2022; and

WHEREAS, Section 13 of the original agreement allows for modification or amendment of the original agreement if the modification or amendment is made in writing and signed by the Client and the Consultant.

NOW, THEREFORE, the above-named parties hereby agree, covenant and contract with each other that the terms of the original agreement dated the 13th day of March, 2018 are hereby reaffirmed and re-executed for and on behalf of the above-named parties, except for the following amendments and modifications:

Section 7. TERM/TERMINATION of the original agreement is hereby amended to read as follows:

“This Agreement shall run from the effective date of this Agreement through no later than January 31, 2022.

The Client and the Consultant each respectively reserve the right to terminate this Agreement at any time without cause by giving the other not less than thirty (30) days written notice of termination. Unless, with respect to a termination by the Client, the termination is a result of a lack of funding to the Client for this project, in which case no prior notice of termination is required. The Client shall notify the Consultant on the same day that it becomes aware of such

lack of funding. Upon receipt of a notice of termination the Consultant shall discontinue and cause all such work to terminate upon the date specified in the notice from the Client. The Consultant will be entitled to compensation for actual work performed in compliance with the terms of this Agreement and its attachments up to the date of termination, except that upon the receipt of written notice of termination Consultant's work under this Agreement shall be limited to only those tasks which are specifically assigned in any notice of termination issued by the Client and those tasks which are necessary to effect the immediate discontinuance of Consultant's work under this Agreement without harm to Client and prepare all data and documents for transfer to the Client and/or another consultant of the Client's choosing. Any invoice for completed work or termination claim must be submitted to the Client within thirty (30) days after the effective date of termination. In the event of termination, and contingent upon full payment in accordance with this Agreement, such information prepared by the Consultant to carry out this Agreement, including data, written materials, studies, surveys, records, drawings, maps and reports shall, at the option of the Client, become the property of the Client and be immediately turned over to the Client. All electronic data must be turned over to Client in a commercially-common file format dictated by Client that is usable by and importable to commercially-available software. The Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

The termination of this Agreement shall not affect any liability or obligation of the Client or the Consultant under this Agreement that accrued prior to, or as a result of, the termination, including, without limitation, any liability arising from any breach of this Agreement. The termination of this Agreement shall also not affect any provisions of this Agreement that state that they survive the termination of this Agreement or that contemplate performance by or continuing obligations of the Client or the Consultant following termination. Nevertheless, termination of this Agreement without cause (which is sometimes referred to as a termination for convenience) by either party to this Agreement shall not operate to create any liability on behalf of either party beyond the termination procedures described in this numbered section 7).”

REPRESENTATIVE'S AUTHORITY TO CONTRACT. By signing this Contract Amendment, the representative of the Consultant represents that he or she is duly authorized by the Consultant to execute this Contract Amendment, and that the Consultant has agreed to be bound by all its terms, conditions and provisions.

IN WITNESS WHEREOF, the parties hereto have executed this Contract Amendment to be effective the day and year first above written.

APPROVED AS TO FORM:

By  2/26/2021
Kelly Rundell Date
Hite, Fanning & Honeyman L.L.P.
WAMPO Contract Attorney

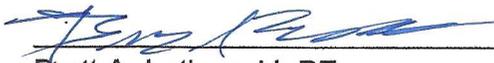
WICHITA AREA METROPOLITAN PLANNING ORGANIZATION:

David Dennis Date
Transportation Policy Body (TPB) Chairperson

ATTEST:

Chad Parasa Date
WAMPO Transportation Policy Body (TPB) Secretary

TranSystems Corporation:

 3-1-2021
Brett A. Letkowski, PE Date
Senior Vice President



Agenda Item 2D(ii): Action
WAMPO Sub-allocated Funding Programs Management Procedures
Chad Parasa, WAMPO

Background

During the TAC meeting of February 22, 2021, TAC members discussed and recommended the 'Sub-allocated Funding Programs Management Procedures document'.

Recommendation to the TPB the approval of "Sub-allocated Funding Programs Management Procedures documented" as attached

Action Options:

- Approve the "sub-allocated Funding Programs Management Procedures documented", as proposed
- Not approve the "sub-allocated Funding Programs Management Procedures documented"
- Approve the "sub-allocated Funding Programs Management Procedures documented", with specific changes

Attachment:

- [WAMPO "Sub-allocated Funding Programs Management Procedures document"](#)

WAMPO Sub-allocated Programs Management Procedures

Introduction

February 2021

Issue Background

- WAMPO awards approximately \$12 million per year in federal funding to transportation projects across the region. Collectively, these funding programs are called WAMPO funding or WAMPO sub-allocated funding.
- WAMPO's overall planning and programming processes are intended to make sure funds are awarded to the types of projects and programs that are in-line with the outcomes set by the Policy Board as defined in the Metropolitan Transportation Plan (MTP).
- KDOT allows up to 7% of WAMPO's annual funding (up to \$1 million) to carry over to the next year if needed, and this change provides an opportunity for WAMPO to develop a comprehensive approach to fund management.
- This document is intended to clarify WAMPO's funding management procedures. Because this is an on-going program, WAMPO must develop processes and procedures to ensure its managed appropriately, accounting for both changes on both the cost side (e.g., construction materials) and on the funding side (e.g., annual amount)
- This document accounts for de-obligated funding, advance construction, end of year balance, and many other related issues that are part of the larger sub-allocated funding management.

Highlights

- Allows all WAMPO funded projects to compete for additional funding, if additional need is demonstrated, approximately half way between initial programming and bid letting.
- Accounts for WAMPO's outstanding liability.
- Plans, Specs and Estimates (PSE) to be submitted to KDOT by May (at the latest) of year of obligation

Project Cost Estimates and WAMPO Funding Awards

Project concepts enter the WAMPO planning and programming processes up to 10 years before they are implemented, beginning with programming the project into the MTP, as noted in the WAMPO Cost Estimated Guidance at the end of this document. As the ideas and concepts move thru project development process, details about the scope of the project emerge and are refined and eventually finalized.

As projects move from ideas to final design, cost estimates can change greatly due to changes in cost of materials and changes in the project scope. As such, project sponsors are provided opportunities to update cost estimates and request additional funding, should the need be demonstrated. The WAMPO funding amount may not be adjusted after the project is obligated, so it is important to monitor cost estimate changes throughout the project development process and update accordingly.

Procedures:

- With each WAMPO funding cycle (every two years), sponsors with projects already in the TIP may compete for additional funding, in competition with other applications for new funding. Each project that is awarded WAMPO funding will have a total of two opportunities to request funding – at initial programming and again approximately half way between the initial programming and bid letting.
 - WAMPO funding can only be used on the project phase associated with it in the TIP. For capital construction projects, this is usually construction and construction engineering costs.
 - The entirety of the WAMPO funding award is in place during the entirety of the project. If the entirety of the WAMPO funding award is not used during the course of the project, it is released back (“de-obligated”) into WAMPO’s funding program, thus creating a surplus of funding that requires obligation by the end of the current fiscal year. See “Outstanding Liability” section below.
 - The WAMPO funding amount that is programmed in the TIP at the time of obligation is capped, meaning that it cannot be increased after obligation.
 - WAMPO’s commitment is for funding on the year(s) programmed in the TIP and cannot guarantee it will be available either before or after that year. The project development process can take up to three years; KDOT Bureau of Local Projects carries out this process. They have developed a comprehensive process and schedule to ensure the project development complies with applicable federal law. Given the importance of staying on schedule, WAMPO requires the Plans, Specs and Estimates (PSE) to be submitted to the KDOT Project Manager by May 1 of the scheduled year of obligation. Should the PSE be submitted after May 1, WAMPO cannot guarantee the funding and it may be reprogrammed to another eligible project.
 - WAMPO assesses a TIP fee on all WAMPO funded projects. Depending on the year of obligation, the TIP % fee is as agreed upon by the TPB, and is due the month before the start of the federal fiscal year that obligation is expected to take place.

Advance Construction (“Split Projects”)

WAMPO follows the “Advance Construction” or AC approach that was put in place by the Federal Highway Administration (FHWA). This is the amount of funding WAMPO has committed to reimburse to the project sponsor at some point in the future. This approach allows large scale, multi-year projects to move forward without the entirety of the federal funding being in place. WAMPO uses it as a management tool to handle unanticipated increases and decreases in its annual funding amount, adjust project obligation schedules if unanticipated issues arise during project development, and give flexibility in WAMPO’s overall funding program so that we can provide an opportunity for additional funding requests.

Currently, project sponsors that have been certified by KDOT to administer (e.g., bid, and oversee the contractor) their own projects are set up as AC type projects. At this point, City of Wichita and Sedgwick County are the only project sponsors that fall into this category. WAMPO needs to increase the number of projects that are set up as AC to continue to allow this flexibility and cover its outstanding liabilities.

The only difference between AC projects and non-AC projects is that AC projects require the project sponsor to “front” a portion or the entirety of the federal funding portion of the project, and then be reimbursed the federal portion in future programmed years.

Outstanding Liability

WAMPO currently carries “Outstanding Liability.” This represents the amount of funding that WAMPO has committed to previously awarded projects, should it be needed to carry out the project. It results from project bids that come in under the amount programmed in the TIP. After the contract for these projects has been executed, the difference between the amount programmed in the TIP and the contracted amount is released or “de-obligated,” back into

WAMPO's funding account. Should additional funding (e.g., change orders) above the contracted amount be needed during the course of the project, that amount is made available, or "obligated" to the project up to the amount programmed in the TIP. Once the project closes out, WAMPO erases any outstanding liability associated with it.

Procedure: Maintain at least the same amount of AC bank as outstanding liability per funding program per year. This approach would not "take away" funding from any currently funded project, just delay reimbursement to project sponsors.

De-Obligated Funds Toolkit

If none of the outstanding liability is cashed in the funds for each fiscal year will be programmed using the following set of options:

- \$1 million may be rolled over to next fiscal year, if desired
- Existing project cost updates for the current year, if not already obligated
- Advanced construction (split projects)
- Transit and Technology that can be obligated within the same fiscal year
- *Regionally significant project expenses, if timing will allow – the TAC and TPB can allow this to trump all, if desired

WAMPO Cost Estimate Guidance

Updated: September 2019

As per federal regulations, the entirety of the project cost (not just the WAMPO funding) must be shown in the MTP and in the TIP.

MTP: (5 – 10 years prior to letting)

- Approved projects with planning level cost estimates based on a local government’s experience with similar projects Estimate should take into account the following stages of project development for a capital project.
 - Refinement studies
 - Engineering design plans/preliminary engineering
 - Right of way acquisition
 - Utility relocation
 - Construction & construction engineering
 - Railroad coordination
 - Contingency

TIP: Use increasingly more refined cost estimates

Initial WAMPO Funding Cycle: (4 years prior to letting)

- First opportunity to request WAMPO funding
- Use an engineer’s estimate for costs, that includes all of the items listed above
 - Include all costs in the TIP, both the items covered by WAMPO funding (e.g., participating) and the items not covered by WAMPO funding (e.g., non-participating).

Carry out refinement study (Optional)

- Opportunity to refine cost estimates based on the preferred scope and design among several alternatives.

Next WAMPO Funding Cycle (2 years prior to letting)

- Opportunity to adjust amount of WAMPO funding requested with updated cost estimate and scope developed during refinement study, existing conditions assessment, or field check.

Year of Letting

- Adjust the cost estimate shown in the TIP during regular TIP Amendments at two project development milestones:
 - office check cost estimates
 - final check cost estimate.
- The cost estimate shown in the TIP must be within 25% of the cost estimate completed just prior to obligation or FHWA will not allow KDOT to obligate the federal funding and the project will be delayed.



Agenda Item 2D (iii): Action
WAMPO Monthly UPWP report submittal to KDOT
Chad Parasa, WAMPO

Background

UPWP 2021 monthly reports are submitted periodically to KDOT each month. In the month of December 2020 Audit team recommended to develop an approval process for the submittal of UPWP monthly reports. An approval process of monthly reports was recommended by WAMPO Executive Committee. The recommended approval process was to include this monthly report in the TPB meeting consent agenda item. Once this monthly report is approved, this report will be submitted to KDOT by WAMPO staff.

Action Options:

- Approve the UPWP January & February 2021 monthly reports as submitted by WAMPO staff
- Not Approve the UPWP January & February 2021 monthly reports as submitted by WAMPO staff

Recommended Action:

- Approve the UPWP January & February 2021 monthly reports as submitted by WAMPO staff

Attachment:

- [WAMPO January 2021 & February 2021 Monthly UPWP report](#)

A Summary of UPWP (Unified Planning Work Program) tasks and accomplishments are presented by month, for the year 2021, based on the Task codes & Sub-Task codes identified in 2021 UPWP (Unified Planning Work Program).

Task 1: Management & Administration

Sub-Task 1.1 – Operations, Management, Clerical & Administration (CP/PS/MS)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$464,250

January 2021

- Management and monitoring staff functions
- Coordination with local jurisdictions with respect to Transportation committee tasks
- Prepared UPWP/PWP reports for submittal
- Sent reminders to WAMPO jurisdictions to submit membership dues
- Review payroll data for submission to AGH for paycheck processing
- Reconcile paycheck/insurance data
- Troubleshoot IT issues
- Coordinated revision of UPWP 2021
- Revised UPWP 2021, obtained approval from TAC

February 2021

- Management and monitoring staff functions
- Coordination with local jurisdictions with respect to Transportation committee tasks
- Prepared UPWP reports for submittal
- Sent reminders to WAMPO jurisdictions to submit membership dues
- Review payroll data for submission to AGH for paycheck processing
- Reconcile paycheck/insurance data
- Troubleshoot IT issues
- Revised UPWP 2021, obtained approval from TPB

Sub-Task 1.2 – Budget and Financial Monitoring Systems and Preparation of 2021 UPWP (PS/CP)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$50,000

January 2021

- Prepared CPG data for reporting to KDOT
- Populate MTP December expense reports to submit to KDOT
- Paid invoices in a timely manner
- Reconciled QuickBooks and bank data
- Calculate payroll data and match with expense report
- Report bank discrepancies to Commerce rep: Candice
- Calculate payroll data and match with expense report
- Prepare extension contract for 2020 Audit
- Advertise GIS Analyst/Transportation planner

February 2021

- Prepared CPG data for reporting to KDOT
- Paid invoices in a timely manner
- Reconciled QuickBooks and bank data
- Calculate payroll data and match with expense report
- Report bank discrepancies to Commerce rep: Candice

- Calculate payroll data and match with expense report
- Advertise GIS Analyst/Transportation planner, and conduct interviews

Sub-Task 1.3 – TPB and TAC Support (CP/MS)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$40,000

January 2021

- Created announcements, prepared and attended meetings, and completed tasks ranging from agenda preparation, development of minutes and announcements, preparation of staff reports and supporting information, graphics, displays, and PowerPoint
- Recorded all meetings and distributed minutes to member jurisdictions, as well as posting on our website.
- Uploaded meeting recordings to YouTube and WAMPO website
- Coordinated with presenters from various agencies
- Coordinated and developed agendas
- Coordinated with staff, various local jurisdictions and KDOT for meetings and supporting technical materials

February 2021

- Created announcements, prepared and attended meetings, and completed tasks ranging from agenda preparation, development of minutes and announcements, preparation of staff reports and supporting information, graphics, displays, and PowerPoint
- Recorded all meetings and distributed minutes to member jurisdictions, as well as posting on our website.
- Uploaded meeting recordings to YouTube and WAMPO website
- Coordinated with presenters from various agencies
- Coordinated and developed agendas
- Coordinated with staff, various local jurisdictions and KDOT for meetings and supporting technical materials

Sub-Task 1.4 – Professional Development, Education & Training (CP/All)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$37,000

January 2021

- Attended TRB (Transportation Research board) meetings and Webinars

February 2021

- N/A (No Activity in this subtask, in this month)

Task 2: Long-Range Planning

Sub-Task 2.1 – Overall Development of the MTP (CP/NF)

Lead Agency: WAMPO with Stakeholder Partnerships

Timeframe: On-going

Budgeted Amount: \$135,000

January 2021

- Develop MTP 2050 Work that is due in June 2025
- Ongoing Committees work for the long range plan development
- Coordinate meetings of Active Transportation Committee, Safety & Health Committee meeting, and Freight plan development with TranSystems

February 2021

- Develop MTP 2050 Work that is due in June 2025
- Ongoing Committees work for the long range plan development
- Coordinate meetings of Active Transportation Committee, Safety & Health Committee meeting, and Freight plan development with TranSystems

Task 3: Multimodal Planning

Sub-Task 3.1 – Bicycle & Pedestrian Planning (MS/CP)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$25,000

January 2021

- N/A (No Activity in this subtask, in this month)

February 2021

- N/A (No Activity in this subtask, in this month)

Sub-Task 3.2 – Transit and Paratransit Planning (MS/Wichita Transit/CP)

Lead Agency: WAMPO & Wichita Transit

Timeframe: On-going

Budgeted Amount: \$14,000

January 2021

- Coordinated with Wichita Transit on preparations for the upcoming 5310 call for projects and needed application revisions.
- Corresponded with Wichita Transit regarding the administrative funding numbers.
- Wichita Transit staff will continue to participate in annual ongoing planning activities (short-range planning, grant development, maintenance planning and reporting and other activities)
- Continued 5310 sub recipient oversight
- Editing paratransit section of the WAMPO website
- Assist various member jurisdictions with answers to 5310 applications
- Continued Discussions selection process for the 5310 applications
- Assisted various member jurisdictions with answers to 5310 applications
- Staff worked on contacting selection committee members, for evaluating 5310 applications

February 2021

- Coordinated with Wichita Transit on preparations for the upcoming 5310 call for projects and needed application revisions.
- Corresponded with Wichita Transit regarding the administrative funding numbers.
- Wichita Transit staff will continue to participate in annual ongoing planning activities (short-range planning, grant development, maintenance planning and reporting and other activities)
- Staff worked with selection committee members & Wichita Transit, for evaluating 5310 applications

Task 4: Community Engagement

Sub-Task 4.1 – Public Participation (MS, CP)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$40,000

January 2021

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Mass Communications for this month included:
 - TIP Amendment
- Created updated mass communication templates in Constant Contact for all recurring meetings, public notices, and general communications.
- Mass Communications for this month included:
 - January TPB Meeting Notice (01/5/21)
 - TPB Reminder Note (01/12/21)

- Mass Communications for this month included:
 - January TAC Meeting Notice (01/25/21)
 - TAC Reminder Note (01/18/21)

February 2021

- Provided frequent and routine website maintenance and communication of special notices and opportunities for public involvement.
- Mass Communications for this month included:
 - TIP Amendment
- Created updated mass communication templates in Constant Contact for all recurring meetings, public notices, and general communications.
- Mass Communications for this month included:
 - January TPB Meeting Notice (02/9/21)
 - TPB Reminder Note (02/2/21)
- Mass Communications for this month included:
 - January TAC Meeting Notice (02/22/21)
 - TAC Reminder Note (02/15/21)

Sub-Task 4.2 – Inter Agency Coordination (MS, CP)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$30,000

January 2021

- N/A (No Activity in this subtask, in this month)

February 2021

- N/A (No Activity in this subtask, in this month)

Task 5: Short Range Programming

Sub-Task 5.1- Suballocated Management Program Management (CP, NF)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$10,000

January 2021

- Completed monthly suballocated funding balance reports.
- Computed year end balance
- Prepared suballocated funding management procedures for TAC meeting

January 2021

- Completed monthly suballocated funding balance reports.
- Document prepared for suballocated funding management, for the TAC meeting
- Year-end balance of funds were determined in coordination with KDOT team members

Sub-Task 5.2 – Transportation Improvement Program Management (CP, NF)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$44,000

January 2021

- Current TIP: 2021 - 2024
 - 2021 – 2024 TIP Amendment #2: Opened Amendment for Public Comment, developed meeting materials and presented Amendment to the TAC.
 - Developed a new TIP Amendment summary for public comment posting and meetings

- 2021 – 2024 TIP Amendment #2: Discussed need for Amendment with KDOT and FHWA, reviewed project information and entered into Project Tracker

February 2021

- Current TIP: 2021 - 2024
 - 2021 – 2024 TIP Amendment #2: Developed meeting materials and presented Amendment to the TPB, submitted approved Amendment to KDOT for STIP insertion

Task 6: Transportation Data and Modeling

Sub-Task 6.1 – Performance Measures (CP/NF)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$64,500

January 2021

- Staff reviewed data needs for technical reports.
- Ongoing data review and update for MTP needs

February 2021

- Staff reviewed data needs for technical reports.
- Ongoing data review and update for MTP needs

Sub-Task 6.2 – Travel Demand Model (CP/NF)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$70,000

January 2021

- Conference call with TDM consultant
- Sorted out issue with TDM invoices

February 2021

- Conference call with TDM consultant
- Sorted out issue with TDM invoices

Sub-Task 6.3 – Transportation Data (CP/NF)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$100,000

January 2021

- Researched data analysis techniques
- ArcGIS Pro development
- Biweekly meetings on GIS data & safety data research

February 2021

- Population data for member jurisdictions reviewed
- Researched data analysis techniques
- ArcGIS Pro development
- Biweekly meetings on GIS data & safety data research

Sub-Task 6.4 – Transportation Systems Management and Operations (CP/NF)

Lead Agency: WAMPO

Timeframe: On-going

Budgeted Amount: \$30,000

January 2021

- N/A (No Activity in this subtask, in this month)

February 2021

- N/A (No Activity in this subtask, in this month)



Agenda Item 3
Public Comment Opportunity
Dan Woydziak, TPB Chair

The Public Comment Opportunity is an open forum for the public to provide comments about specific items on this month's agenda, as well as any other issues directly pertaining to WAMPO's policies, programs, or documents.

Comments are limited to two (2) minutes per individual.



Agenda Item 4A: Action TPB Bylaws Amendments

Chad Parasa - WAMPO & Kelly Rundell - Hite, Fanning & Honeyman L.L.P.

Background

Staff and the Executive committee noted revisions to TPB Bylaws that were amended earlier in March 12, 2019. These are highlighted in the trackable red font text changes, in the attached documents. Primarily consistencies between TPB and TAC Bylaws are made, along with adding Ex-officio Past TPB Chair to the Executive Committee membership.

Action Options:

- Approve the TPB Bylaws as submitted
- Not Approve the TPB Bylaws as submitted

Recommended Action:

- Approve the TPB Bylaws as submitted

Attachment:

- [WAMPO TPB Bylaws](#)



Wichita Area Metropolitan Planning Organization Transportation Policy Body Bylaws

Article 1 - TRANSPORTATION POLICY BODY (TPB) MEMBERSHIP

1.1 Voting Representatives. The TPB consists of voting representatives from the MPO Member Jurisdictions participating in the financial support of the MPO. The membership is as follows:

- a) Four (4) City of Wichita elected officials or their designated alternate(s), as appointed by the Wichita City Council;
- b) Four (4) Sedgwick County elected officials or their designated alternate(s), as appointed by the Sedgwick County Board of County Commissioners;
- c) Two (2) KDOT representatives appointed by the Secretary of Transportation;
- d) One (1) Sedgwick County Association of Cities (SCAC) elected official or designated alternate representing jurisdictions in "Good Standing" under 2,000 population; and
- e) One (1) elected official or designated alternate each for all other jurisdictions in "Good Standing" over 2,000 population.

Member Jurisdictions must remain in Good Standing as defined in the WAMPO Redesignation Agreement for Cooperative Transportation Planning, 2013 (Redesignation Agreement) to retain voting privileges.

1.2 Designation of Alternates. Participating Member Jurisdictions may designate an official alternate or alternates as the official representative to the TPB as prescribed in the Redesignation Agreement. The intent of this provision is to have Member Jurisdictions designate alternates who can attend TPB meetings on a consistent basis, providing continuity in Jurisdictions' participation. The designation must be made in writing and submitted to the WAMPO prior to the alternate's or alternates' participation at a TPB meeting.

1.3 Attendance. Because regular attendance at TPB meetings is important, WAMPO will alert a member jurisdiction whenever its representative misses three or more consecutive meetings.

1.4 Non-Voting Members. Non-voting members represent WAMPO Member Jurisdictions that do not participate in the financial support of WAMPO, Member Jurisdictions represented by the Sedgwick County Association of Counties, and representatives from the Federal Highway Administration and the Federal Transit Administration.

Article 2 - VOTING

WAMPO TPB Bylaws
Adopted July 23, 2013
Amended March 12, 2019
Amended March 9, 2021

2.1 Voting. Each voting representative or designated alternate will be allowed one (1) vote on matters of business before the TPB. Non-voting members will have no voting privileges, but may participate in meetings.

The affirmative vote of a majority of quorum shall be sufficient for the passage of all motions, except for amendment to these Bylaws or for any other action where a different vote is specifically required by the Redesignation Agreement or these Bylaws.

Any voting member remaining silent on a vote shall be considered to have voted in the affirmative. Representatives shall abstain from voting on any matter in which he or she has a substantial interest, as defined in Article 9.

2.2 Weighted Voting. Weighted voting will be allowed as provided for under procedures established in Section 4.1 of the Fiscal Agreement for the Operation of the Wichita Area Metropolitan Planning Organization.

2.3 Proxy Votes. The use of proxy voting is not allowed. Voting members must be present to vote, except as provided in Article 6.

Article 3 - OFFICERS

3.1 Chair and Vice-Chair. The TPB shall annually elect a Chair and Vice-Chair from among the voting representatives. The election shall be by an affirmative vote of the quorum present at the regular February meeting of the TPB. The newly elected Chair and Vice-Chair shall assume office immediately following the election. In the event the TPB does not meet in February, elections will be at the next scheduled meeting. The Chair and Vice-Chair are eligible to succeed themselves but shall not represent the same Jurisdiction. The Chair and the Vice -Chair shall serve a term of one (1) year. No person elected as Chair shall serve more than two consecutive terms as Chair and no person elected as Vice-Chair shall serve more than two consecutive terms as Vice-Chair.

The Chair shall preside at TPB meetings and at all public hearings conducted by the TPB; appoint subcommittees as needed; sign all letters, agreements and documents, as authorized by the TPB; and perform such other duties as appropriate. The Vice-Chair shall serve as Chair in the absence of the Chair.

3.2 Secretary. The WAMPO Director, or designee, shall serve as Secretary. The Secretary will not have TPB voting privileges. The Secretary shall conduct all business on behalf of the TPB. The Secretary will perform other actions and responsibilities as may be delegated to that position by the Chair.

3.3 Removal of Officers. The Chair and Vice-Chair may be removed from their respective office for good and sufficient cause. The cause of the removal will be documented in the meeting minutes

and shall require an affirmative vote of seventy-five percent (75%) of the voting representatives present in a meeting where a quorum is present.

3.4 Vacancies. In the event of a vacancy in the office of Chair or Vice-Chair, a voting representative shall be elected to serve the remainder of the term of office. Notice of such election shall be placed as an agenda item and the election shall be conducted in the manner consistent with the election of a Chair or Vice-Chair.

Article 4 - EXECUTIVE COMMITTEE

4.1 Executive Committee Membership. The TPB may, at its discretion, create an Executive Committee to which it may refer matters regarding the budget and finances, personnel and law. The Executive Committee shall be composed of:

- Chair
- Vice-Chair
- Chairperson of TAC
- Two (2) at large members of the Executive Committee are voting representatives of the TPB and appointed by the Chair of the TPB.

No more than one representative from any one Jurisdiction may participate on the Executive Committee. If a member of the Executive Committee cannot attend a meeting of the Executive Committee, the jurisdiction's designated alternate may attend.

The Executive Committee shall include, in some capacity, one member from the City of Wichita and one member from Sedgwick County. Representatives of the City of Wichita and Sedgwick County may be Chair, Vice-Chair, Chairperson of TAC, or members at large.

The Executive Committee will serve until the next election of officers, at which time the Executive Committee will be re-selected. No member of the Executive Committee can serve more than two consecutive terms in a particular position, but may serve two consecutive terms in as Chair, Vice Chair, member at large and TAC chair.

The Executive Committee will also include as non-voting, ex officio members:

- Immediate past Chair of the TPB. In the event the immediate past chair of WAMPO is no longer representing a jurisdiction, this position shall not be filled.

The Secretary shall attend these meetings to provide staff support, unless an item pertains to a personnel issue related to the Secretary.

4.2 Meetings. Executive Committee meetings shall be called at the discretion of the Chair or Vice-Chair.

4.3 Duties and Powers. The Executive Committee shall:

- a) exercise the duties and powers assigned to it by the TPB;
- b) have the authority to take action on behalf of the TPB (between regular meetings of the TPB or when a necessary quorum is lacking at a regular meeting of the TPB); and
- c) supervise the affairs of the TPB between regular meetings.

All actions taken by the Executive Committee are subject to prior direction and subsequent ratification by the TPB.

Article 5 - MEETINGS

5.1 Regular Meetings. The TPB shall determine the time, date and place of its regular meetings, which will be held in accordance with a schedule of meeting dates approved in the fourth quarter of the preceding calendar year.

5.2 Notice of Meetings. Written notice stating the time, date and place of all regular meetings and an agenda enumerating items of business to be considered shall be distributed to each voting representative and non-voting member. Notice to the general public of regular meetings will follow procedures prescribed in the most current Public Participation Plan.

5.3 Special Meetings. The Chair, Secretary, or a majority of the voting members may call special meetings. In calling a special meeting, the requirements of the most current Public Participation Plan must be considered. Items of business to be considered at special meetings shall be limited to the items listed in the meeting agenda. The Secretary shall give public notice and notice to all members of special meetings not less than 24 hours prior to the meeting.

5.4 Executive Sessions. The Chair may recess a regular meeting into executive session as permitted by Kansas laws.

5.5 Meeting Cancellations. The Secretary may cancel a regularly scheduled meeting as deemed necessary, with the consent of the Chair.

5.6 Quorum. The presence of a majority of the total voting membership of the TPB shall constitute quorum. No action shall be taken without a quorum of the TPB in attendance at that meeting. Quorum is not lost when one or more members abstain from voting.

If quorum is present at the scheduled meeting time and the Chair and Vice-Chair are absent, the Secretary or other WAMPO staff representative may call for election of a temporary Chair. Upon the arrival of the Chair or Vice-chair, the temporary Chair shall relinquish the position upon conclusion of the business item immediately before the TPB.

If a quorum is not reached within fifteen minutes of the scheduled meeting time, those members present may, by unanimous agreement, elect 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 TPB. 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.

Quorum for the Executive Committee shall be the presence of three members.

5.7 Public Comment Opportunity. Opportunities for public comment shall be provided at each meeting. Locations for all meetings shall be accessible by persons with disabilities.

WAMPO TPB Bylaws
Adopted July 23, 2013
Amended March 12, 2019
Amended March 9, 2021

5.8 Record of Proceedings. The Secretary or designee will record a roll of members, minutes of proceedings and votes and will maintain those records. The minutes recorded are subject to review and approval by the TPB and the Secretary shall make them available for public review.

Article 6 - VIDEO AND TELECONFERENCE ATTENDANCE

Members of the Transportation Policy Body may participate in a meeting by means of conference telephone, video conference device, or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this subsection shall constitute presence in person at such meeting.

If communication is lost and cannot be restored in a timely fashion, the person participating through electronic devices will be considered to have left the meeting. In that event, the Chair will ascertain whether quorum continues. The lack of quorum present will be addressed through procedures identified in Section 5.6.0

Article 7 - CONDUCT OF BUSINESS

Meetings will be held in accordance with the Kansas Open Meetings Act (KOMA). Roberts Rules of Order (current edition) shall govern the conduct of meetings where not otherwise specifically provided by these Bylaws. The presiding officer shall have authority to limit discussion or presentation by members and non-members of the TPB or to take other appropriate actions necessary to conduct all business in an orderly manner.

Article 8 - COMMITTEES

8.1 Technical Advisory Committee. The Technical Advisory Committee (TAC) will serve as an advisory board and technical support for the TPB. During the regular February meeting of the TPB, the TPB shall elect by an affirmative vote of a quorum present one of its members to serve as the Chair of the TAC. In the event the TPB does not meet in February, the election will be at the next scheduled meeting. The appointed Chair of the Technical Advisory Committee shall be appointed to serve no more than two 1 year terms. No other TPB voting representative or designated alternate shall serve simultaneously on both the TPB and the TAC.

8.2 Other Committees. The TPB may designate other committees or subcommittees as necessary to investigate and report on specific subject areas of interest to it. Such committee members may, or may not, be members of the TPB.

Article 9 - CONFLICT OF INTEREST

No member of the TPB shall participate in, discuss, or vote on a matter in which he or she has a substantial interest as defined by K.S.A.46-229, et seq (Attachment 1). Should any member

have such a substantial interest on a matter coming before the Body or its committees, he or she shall declare the substantial interest.

Article 10 - AMENDMENTS TO BY-LAWS

These Bylaws may be amended by a two-thirds vote of quorum at any regular meeting, provided that the members have been notified in writing of the proposed change at least five (5) calendar days in advance, and the proposed amendment has been placed on the agenda. All amendments to these Bylaws shall be recorded by date and incorporated into these Bylaws. Revised Bylaws shall be delivered to members (both voting and non-voting) at the next regular meeting following the Bylaws amendments.

Article 11 - SUPERSESION OF PREVIOUS BYLAWS

Adoption of these Bylaws hereby supersedes and renders null and void all previous Bylaws of the WAMPO Transportation Policy Body, but does not affect any other existing official actions by WAMPO special purpose agreements or contracts between WAMPO and other general or special purpose units of governments, boards, agencies, commissions, or authorities.

David Dennis
WAMPO TPB Chairperson

Date

ATTEST:

Secretary of WAMPO

Date



Wichita Area Metropolitan Planning Organization Transportation - Policy Body

Bylaws Article 1 - TRANSPORTATION POLICY BODY (TPB) MEMBERSHIP

1.1 Voting Representatives. The TPB consists of voting representatives from the MPO Member Jurisdictions participating in the financial support of the MPO. The membership is as follows:

- a) Four (4) City of Wichita elected officials or their designated alternate(s), as appointed by the Wichita City Council;
- b) Four (4) Sedgwick County elected officials or their designated alternate(s), as appointed by the Sedgwick County Board of County Commissioners;
- c) Two (2) KDOT representatives appointed by the Secretary of Transportation;
- d) One (1) Sedgwick County Association of Cities (SCAC) elected official or designated alternate representing jurisdictions in “Good Standing” under 2,000 population; and
- e) One (1) elected official or designated alternate each for all other jurisdictions in “Good Standing” over 2,000 population.

Member Jurisdictions must remain in Good Standing as defined in the WAMPO Redesignation Agreement for Cooperative Transportation Planning, 2013 (Redesignation Agreement) to retain voting privileges.

1.2 Designation of Alternates. Participating Member Jurisdictions may designate an official alternate or alternates as the official representative to the TPB as prescribed in the Redesignation Agreement. The intent of this provision is to have Member Jurisdictions designate alternates who can attend TPB meetings on a consistent basis, providing continuity in Jurisdictions’ participation. The designation must be made in writing and submitted to the WAMPO prior to the alternate’s or alternates’ participation at a TPB meeting.

1.3 Attendance. Because regular attendance at TPB meetings is important, WAMPO will alert a member jurisdiction whenever its representative misses three or more consecutive meetings.

1.4 Non-Voting Members. Non-voting members represent WAMPO Member Jurisdictions that do not participate in the financial support of WAMPO, Member Jurisdictions represented by the Sedgwick County Association of Counties, and representatives from the Federal Highway Administration and the Federal Transit Administration.

Article 2 – VOTING

2.1 Voting. Each voting representative or designated alternate will be allowed one (1) vote on matters of business before the TPB. Non-voting members will have no voting privileges, but may participate in meetings.

The affirmative vote of a majority of quorum shall be sufficient for the passage of all motions, except for amendment to these Bylaws or for any other action where a different vote is specifically required by the Redesignation Agreement or these Bylaws.

Any voting member remaining silent on a vote shall be considered to have voted in the affirmative. Representatives shall abstain from voting on any matter in which he or she has a substantial interest, as defined in Article 9.

2.2 Weighted Voting. Weighted voting will be allowed as provided for under procedures established in Section 4.1 of the WAMPO-Fiscal Agreement for the Operation of the Wichita Area Metropolitan Planning Organization.

2.3 Proxy Votes. The use of proxy voting is not allowed. Voting members must be present to vote, except as provided in Article 6.

Article 3 – OFFICERS

3.1 Chair and Vice-Chair. The TPB shall annually elect a Chair and Vice-Chair from among the voting representatives. The election shall be by an affirmative vote of the quorum present at the regular February meeting of the TPB. ~~Upon adoption of these bylaw amendments, new election timeframes shall commence in February 2020.~~ The newly elected Chair and Vice-Chair shall assume office immediately following the election. In the event the TPB does not meet in February, elections will be at the next scheduled meeting. The Chair and Vice-Chair are eligible to succeed themselves but shall not represent the same Jurisdiction. The Chair and the Vice -Chair shall serve a term of one (1) year. No person elected as Chair shall serve more than two consecutive terms as Chair and no person elected as Vice-Chair shall serve more than two consecutive terms as Vice-Chair. -

The Chair shall preside at TPB meetings and at all public hearings conducted by the TPB; appoint subcommittees as needed; sign all letters, agreements and documents, as authorized by the TPB; and perform such other duties as appropriate. The Vice-Chair shall serve as Chair in the absence of the Chair.

3.2 Secretary. The WAMPO Director, or designee, shall serve as Secretary. The Secretary will not have TPB voting privileges. The Secretary shall conduct all business on behalf of the TPB. The Secretary will perform other actions and responsibilities as may be delegated to that position by the Chair.

3.3 Removal of Officers. The Chair and Vice-Chair may be removed from their respective office for good and sufficient cause. The cause of the removal will be documented in the meeting minutes and shall require an affirmative vote of seventy-five percent (75%) of the voting representatives present ~~in under~~ a meeting where a quorum is present.

3.4 Vacancies. In the event of a vacancy in the office of Chair or Vice-Chair, a voting representative shall be elected to serve the remainder of the term of office. Notice of such election shall be placed as an agenda item and the election shall be conducted in the manner consistent with the election of a Chair or Vice-Chair.

Article 4 - EXECUTIVE COMMITTEE

4.1 Executive Committee Membership. The TPB may, at its discretion, create an Executive Committee to which it may refer matters regarding the budget and finances, personnel and law. The Executive Committee shall be composed ~~of the Chair, Vice-Chair and three voting representatives of the TPB. If the Chair and Vice-Chair are not representatives from the City of Wichita or Sedgwick County, the remaining membership of the Executive Committee shall be comprised of one member from the City of Wichita; one member from Sedgwick County, and the Chairperson of the Transportation Advisory Committee. No more than one representative from any one Jurisdiction may participate. It will serve until the next election of officers, at which time the Executive Committee will be re-selected. No member of the Executive Committee can serve more than two consecutive terms. To ensure continuity, initial appointments shall be made on staggered dates. The terms of three members of the Executive Committee shall start after the 2020 Chair and Vice Chair elections, and the terms of remaining two members shall commence one year later. If the Chair and/or Vice Chair are members of the City of Wichita or Sedgwick County, the Chair shall recommend appointments with the consent of the TPB. of:~~

- Chair
- Vice-Chair
- Chairperson of TAC
- Two (2) at large members of the Executive Committee are voting representatives of the TPB and appointed by the Chair of the TPB.

No more than one representative from any one Jurisdiction may participate on the Executive Committee. If a member of the Executive Committee cannot attend a meeting of the Executive Committee, the jurisdiction's designated alternate may attend.

The Executive Committee shall include, in some capacity, one member from the City of Wichita and one member from Sedgwick County. Representatives of the City of Wichita and Sedgwick County may be Chair, Vice-Chair, Chairperson of TAC, or members at large.

The Executive Committee will serve until the next election of officers, at which time the Executive Committee will be re-selected. No member of the Executive Committee can serve more than two consecutive terms in a particular position, but may serve two consecutive terms in as Chair, Vice Chair, member at large and TAC chair.

The Executive Committee will also include as non-voting, ex officio members:

- Immediate past Chair of the TPB. In the event the immediate past chair of WAMPO is no longer representing a jurisdiction, this position shall not be filled.

The Secretary shall attend these meetings to provide staff support, unless an item pertains to a personnel issue related to the Secretary.

4.2 Meetings. Executive Committee meetings shall be called at the discretion of the Chair or Vice-Chair.

4.3 Duties and Powers. The Executive Committee shall:

- a) exercise the duties and powers assigned to it by the TPB;

- b) have the authority to take action on behalf of the TPB (between regular meetings of the TPB or when a necessary quorum is lacking at a regular meeting of the TPB); and
- c) supervise the affairs of the TPB between regular meetings.

All actions taken by the Executive Committee are subject to prior direction and subsequent ratification by the TPB.

Article 5 - MEETINGS

5.1 Regular Meetings. The TPB shall determine the time, date and place of its regular meetings, which will be held in accordance with a schedule of meeting dates approved in the fourth quarter of the preceding calendar year.

5.2 Notice of Meetings. Written notice stating the time, date and place of all regular meetings and an agenda enumerating items of business to be considered shall be distributed to each voting representative and non-voting member. Notice to the general public of regular meetings will follow procedures prescribed in the most current Public Participation Plan.

WAMPO TPB Bylaws
Adopted 07/23/2013
Amended 03/12/2019

5.3 Special Meetings. The Chair, Secretary, or a majority of the voting members may call special meetings. In calling a special meeting, the requirements of the most current Public Participation Plan must be considered. Items of business to be considered at special meetings shall be limited to the items listed in the meeting agenda. The Secretary shall give public notice and notice to all members of special meetings not less than 24 hours prior to the meeting.

5.4 Executive Sessions. The Chair may recess a regular meeting into executive session as permitted by Kansas laws. ~~to deal with personnel and legal matters.~~

5.5 Meeting Cancellations. The Secretary may cancel a regularly scheduled meeting as deemed necessary, with the consent of the Chair.

5.6 Quorum. The presence of a majority of the total voting membership of the TPB shall constitute quorum. No action shall be taken without a quorum of the TPB in attendance at that meeting. Quorum is not lost when one or more members abstain from voting.

If quorum is present at the scheduled meeting time and the Chair and Vice-Chair are absent, the Secretary or other WAMPO staff representative may call for election of a temporary Chair. Upon the arrival of the Chair or Vice-chair, the temporary Chair shall relinquish the position upon conclusion of the business item immediately before the TPB.

If a quorum is not reached within fifteen minutes of the scheduled meeting time, those members present may, by unanimous agreement, elect 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 TPB. 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.

Quorum for the Executive Committee shall be the presence of three members.

5.7 Public Comment Opportunity. Opportunities for public comment shall be provided at each meeting. Locations for all meetings shall be accessible by persons with disabilities.

5.8 Record of Proceedings. The Secretary or designee will record a roll of members, minutes of proceedings and votes and will maintain those records. The minutes recorded are subject to review and approval by the TPB and the Secretary shall make them available for public review.

Article 6 - VIDEO AND TELECONFERENCE ATTENDANCE

Members of the Transportation Policy Body may participate in a meeting by means of conference telephone, video conference device, or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this subsection shall constitute presence in person at such meeting.

If communication is lost and cannot be restored in a timely fashion, the person participating through electronic devices will be considered to have left the meeting. In that event, the Chair

will ascertain whether quorum continues. The lack of quorum present will be addressed through procedures identified in Section 5.6.0

Article 7 - CONDUCT OF BUSINESS

Meetings will be held in accordance with the Kansas Open Meetings Act (KOMA). Roberts Rules of Order (current edition) shall govern the conduct of meetings where not otherwise specifically provided by these Bylaws. The presiding officer shall have authority to limit discussion or presentation by members and non-members of the TPB or to take other appropriate actions necessary to conduct all business in an orderly manner.

Article 8 - COMMITTEES

8.1 ~~Transportation-Technical~~ Advisory Committee. The ~~Transportation-Technical~~ Advisory Committee (TAC) will serve as an advisory board and technical support for the TPB. During the regular February meeting of the TPB, ~~The~~-the TPB shall elect by an affirmative vote of a quorum present appoint one of its members to serve as the Chair of the TAC. In the event the TPB does not meet in February, the election will be at the next scheduled meeting. The appointed Chair of the ~~Transportation-Technical~~ Advisory Committee shall be appointed to serve no more than one-two 1 year terms. No other TPB voting representative or designated alternate shall serve simultaneously on both the TPB and the TAC.

8.2 Other Committees. The TPB may designate other committees or subcommittees as necessary to investigate and report on specific subject areas of interest to it. Such committee members may, or may not, be members of the TPB.

Article 9 - CONFLICT OF INTEREST

No member of the TPB shall participate in, discuss, or vote on a matter in which he or she has a substantial interest as defined by K.S.A.46-229, et seq (Attachment 1). Should any member have such a substantial interest on a matter coming before the Body or its committees, he or she shall declare the substantial interest.

Article 10 - AMENDMENTS TO BY-LAWS

These Bylaws may be amended by a two-thirds vote of quorum at any regular meeting, provided that the members have been notified in writing of the proposed change at least five (5) calendar days in advance, and the proposed amendment has been placed on the agenda. All amendments to these Bylaws shall be recorded by date and incorporated into these Bylaws. Revised Bylaws shall be delivered to members (both voting and non-voting) at the next regular meeting following the Bylaws amendments.

Article 11 - SUPERSESION OF PREVIOUS BYLAWS

Adoption of these Bylaws hereby supersedes and renders null and void all previous Bylaws of the WAMPO Transportation Policy Body, but does not affect any other existing official actions by WAMPO special purpose agreements or contracts between WAMPO and other general or special purpose units of governments, boards, agencies, commissions, or authorities.

ATTACHMENT 1

K.S.A. 46-229

Chapter 46: Legislature

Article 2: State Governmental Ethics

Statute 46-229: "Substantial interest" and "client or customer" defined. "Substantial interest" means any of the following:

(a) If an individual or an individual's spouse, either individually or collectively, has owned within the preceding 12 months a legal or equitable interest exceeding \$5,000 or 5% of any business, whichever is less, the individual has a substantial interest in that business.

(b) If an individual or an individual's spouse, either individually or collectively, has received during the preceding calendar year compensation which is or will be required to be included as taxable income on federal income tax returns of the individual and spouse in an aggregate amount of \$2,000 from any business or combination of businesses, the individual has a substantial interest in that business or combination of businesses.

(c) If an individual or an individual's spouse, either individually or collectively, has received directly or indirectly in the preceding 12 months, gifts or honoraria having an aggregate value of \$500 or more from any person, the individual has a substantial interest in that person. If a gift is received for which the value is unknown, the individual shall be deemed to have a substantial interest in the donor. A substantial interest does not exist under this subsection by reason of: (1) A gift or bequest received as the result of the death of the donor; (2) a gift from a spouse, parent, grandparent, sibling, aunt or uncle; or (3) acting as a trustee of a trust for the benefit of another.

(d) If an individual or an individual's spouse holds the position of officer, director, associate, partner or proprietor of any business, the individual has a substantial interest in that business, irrespective of the amount of compensation received by the individual or individual's spouse.

(e) If an individual or an individual's spouse receives compensation which is a portion or percentage of each separate fee or commission paid to a business or combination of businesses, the individual has a substantial interest in any client or customer who pays fees or commissions to the business or combination of businesses from which fees or commissions the individual or the individual's spouse, either individually or collectively, received an aggregate of \$2,000 or more in the preceding calendar year.

As used in this subsection, "client or customer" means a business or combination of businesses.

History: L. 1974, ch. 353, § 15; L. 1983, ch. 172, § 1; L. 1984, ch. 189, § 1; L. 1987, ch. 198, § 1; July 1.



Agenda Item 4B: Action TAC Bylaws Amendments

Chad Parasa - WAMPO & Kelly Rundell - Hite, Fanning & Honeyman L.L.P.

Background

Staff and the Executive committee noted revisions to TAC Bylaws that were amended earlier in August 8, 2017. These are highlighted in the trackable red font text changes, in the attached documents. Primarily consistencies between TPB and TAC Bylaws are made, along with the name change to Technical Advisory Committee.

Action Options:

- Approve the TAC Bylaws as submitted
- Not Approve the TAC Bylaws as submitted

Recommended Action:

- Approve the TAC Bylaws as submitted

Attachment:

- [WAMPO TAC Bylaws](#)



Technical Advisory Committee Bylaws

SECTION 1.0 NAME

The name of the Committee will be the Technical Advisory Committee (TAC).

SECTION 2.0 ORGANIZATION

2.1 Authority

The Wichita Area Metropolitan Organization (WAMPO) Transportation Policy Body (TPB) is the authorizing body for the TAC.

2.2 Purpose

The purpose of the TAC is to provide technical support to the WAMPO TPB. Activities include but not limited to:

- 2.2.1** Provide technical support to the WAMPO TPB, and other agencies, on transportation related studies and issues.
- 2.2.2** Advise the WAMPO TPB on technical and policy matters with accompanying recommendations and support information.
- 2.2.3** Provide technical support in the preparation of the Metropolitan Transportation Plan (MTP) and recommend its adoption to the WAMPO TPB.
- 2.2.4** Review the Transportation Improvement Program (TIP) including reviewing projects and recommending adoption to the WAMPO TPB.
- 2.2.5** Assist the WAMPO TPB and Staff in preparation of the Unified Planning Work Program (UPWP), and recommend its adoption by the WAMPO TPB.
- 2.2.6** Coordinate in the development of regional transportation planning activities. Review and provide technical critique on the products and processes associated with regional transportation planning for the WAMPO area.

SECTION 3.0 MEMBERS

3.1 Committee Composition:

The membership of the TAC will consist of nineteen (19) voting members and two (2) Ex-Officio non-voting members.

3.1.1 Voting Members:

- One **(1)** WAMPO TPB Member (Chair, elected by the TPB)

WAMPO TAC Bylaws
Adopted: January 19, 2006
Amended: October 14, 2008
Amended: August 9, 2011
Amended August 8, 2017
Amended: March 9, 2021

- One (1) WAMPO Representative (Named by the TPB)
- Three (3) City of Wichita Representatives
- One (1) City of Wichita Transit Representative
- One (1) Coordinated Transit District Representative
- One (1) Sedgwick County Representative
- Two (2) Kansas Department of Transportation Representatives
- One (1) Butler County/Sumner County Representative
- Three (3) Sedgwick County Association of Cities (SCAC) Representatives
- One (1) Regional Economic Area Partnership (REAP) Representative
- One (1) Regional Pathways Representative from the WAMPO Regional Pathways System Plan (RPSP) Project Advisory Committee
- One (1) Air Quality Representative for the Metropolitan Statistical Area
- One (1) Kansas Turnpike Authority Representative
- One (1) At Large Representative Freight Movement Orientation (Named by the TPB)
- One (1) Railroad Freight Representative
- One (1) Economist
- One (1) Technologist
- One (1) Urban land use planning and development trend expert
- One (1) Public Health Representative

3.1.2 *Ex-Officio Non-Voting Members

- One (1) Federal Highway Administration Representative*
- One (1) Federal Transit Administration Representative*

3.2 Alternate Members

Alternates will be allowed to replace the designated member maintaining all rights and voting privileges as the designated member.

3.2.1 Alternates will advise the Chairperson for the record, at the beginning of each meeting, that they will be replacing the designated member.

3.3 Member Selection and Termination

Members will be approved by the WAMPO TPB. Staff will provide recommendations on membership.

3.3.1 The represented agencies shall select the member to represent that agency according to their represented agency's own practices and the proposed listing outlined in the Bylaws. These selections will be submitted to WAMPO staff through an email or letter for documentation purposes.

WAMPO TAC Bylaws
 Adopted: January 19, 2006
 Amended: October 14, 2008
 Amended: August 9, 2011
 Amended August 8, 2017
 Amended: March 9, 2021

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

3.3.3 Missing three (3) meetings within a calendar year will be considered a resignation by the member unless the TAC votes to retain the member.

SECTION 4.0 OFFICERS AND COMMITTEES

4.1 Chairperson

4.1.1 The TPB shall elect one of its members to serve as the Chairperson of the TAC.

4.1.2 Elections shall take place during the regular February monthly meeting of the TPB. In the event the TPB does not meet in February, elections will be at the next scheduled meeting.

4.1.3 The term of the office shall be 1 year, or until such time the new officers are elected. The Chairperson of TAC may serve two consecutive 1 year terms.

4.1.4 In the event of a vacancy in the office of Chairperson, a member shall be elected by the TPB to serve the remainder of the term of office.

4.2 Duties of the Chairperson

The Chairperson shall preside at TAC meetings assuring a comprehensive, cooperative, and continuing planning process.

4.3 Duties of the Secretary

It is the duty of the Secretary to conduct meetings in the absence of the Chairperson. The Secretary is responsible for the preparation of agendas, the handling of administrative matters and the maintenance of records, minutes, and the official roster of members. The Director of the WAMPO will act as Secretary to the TAC; the Secretary does not have voting privileges.

SECTION 5.0 QUORUM

In order for business to be transacted, there must be a recognized quorum of voting members. A quorum shall consist of a majority of the TAC voting members appointed at any given time.

A quorum is not lost when a member or members abstain from voting. 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 an informational meeting to discuss items on the agenda that do not require approval or action by the TAC voting membership.

SECTION 6.0 MEETINGS

6.1 Meetings

The TAC shall typically hold meetings, two weeks ahead of the WAMPO TPB meeting whenever possible. The WAMPO TPB approves the schedule of meeting dates each year. When the date of a meeting falls on a legal holiday, the TAC meeting will be held the following calendar day or as scheduled by the Secretary.

6.1.1 The Secretary may cancel a regularly scheduled meeting or call an additional meeting as deemed necessary, with the consent of the Chairperson.**6.1.2** Changes to meeting time, place, or date and any cancellations of regular meetings shall be made at least twenty-four (24) hours prior to when such meeting was to have taken place or as soon as practicable.

6.1.3 Publication of the meetings and information will be posted on the WAMPO website. Public involvement activities will follow the currently adopted Public Participation Plan (PPP).

6.2 Conduct of Meetings

6.2.1 The meetings of the TAC will be held in accordance with Robert's Rules of Order and the Kansas Open Meetings Act (KOMA).

6.2.2 Locations for all TAC meetings shall be accessible by persons with disabilities.

6.3 Agendas

6.3.1 There shall be an official agenda for every regular meeting of the TAC, which shall determine the order of business conducted at the meeting.

6.3.2 The Secretary in consultation with Chairperson shall draft a meeting agenda.

6.3.3 Meeting agendas sent to Members shall include appropriate materials (e.g., staff reports, draft documents, etc.).

6.3.4 Regular meeting agendas shall be distributed to Members at least five (5) calendar days in advance of the meetings.

6.4 Record of Proceedings

6.4.1 At all meetings of the TAC, the Secretary shall record a roll of members, minutes of proceedings, and votes.

6.4.2 The Secretary shall record the minutes of each meeting as a matter of public record and should present such minutes to the TAC for approval. Approved minutes of the TAC meetings shall be available for public inspection at the office of the Secretary and posted on the WAMPO web site.

WAMPO TAC Bylaws
Adopted: January 19, 2006
Amended: October 14, 2008
Amended: August 9, 2011
Amended August 8, 2017
Amended: March 9, 2021

6.5 Voting

Any member remaining silent on a vote shall be considered to have voted in the affirmative, unless the Chairperson has granted permission to a member to refrain from voting, in which event the member shall be recorded as abstaining.

6.6 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.75-4301 et seq.

Should any member have such a substantial interest on a matter coming before the Body or its committees, the Chairperson shall declare an abstention for each affected Body member for that item on the agenda.

SECTION 7.0 AMENDMENTS TO BYLAWS

These Bylaws may be amended by a majority vote of the WAMPO TPB voting membership at any regular meeting, provided that the members have been notified in writing of the proposed change at least five (5) calendar days in advance and the proposed amendment has been placed on the agenda.

All amendments to these Bylaws shall be recorded by date and incorporated into these Bylaws. An official copy will be maintained by the Secretary.

SECTION 8.0 EFFECTIVE DATE

The above and foregoing bylaws are hereby adopted as the bylaws of the TAC.

- Adopted this 19th day of January 2006**
- Amended this 14th day of October 2008**
- Amended this 9th day of August 2011**
- Amended this 8th day of August 2017**
- Amended this 9th day of March 2021**

WAMPO TPB Chairperson
David Dennis

Date

ATTEST:

WAMPO Secretary

Date



Transportation-Technical Advisory Committee Bylaws

SECTION 1.0 NAME

The name of the Committee will be the Transportation-Technical Advisory Committee (TAC).

SECTION 2.0 ORGANIZATION

2.1 Authority

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- One **(1)** WAMPO TPB Member (Chair, elected by the TPB) ~~(Nominated by the TPB)~~
- One (1) WAMPO Representative (Named by the TPB)
- Three (3) City of Wichita Representatives
- One (1) City of Wichita Transit Representative

- One (1) Coordinated Transit District Representative
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3.3.3 Missing three (3) meetings within a calendar year will be considered a resignation by the member unless the TAC votes to retain the member.

SECTION 4.0 OFFICERS AND COMMITTEES

4.1 Chairpersons

4.1.1 The TPB shall ~~appoint~~ elect -one of its members to serve as the Chairperson of the

TAC.

4.1.2 Elections shall take place during the regular ^{February} March monthly meeting of the TPB. In the event the TPB does not meet in ^{February} March, elections will be at the next scheduled meeting. ~~each odd-numbered year in August.~~

4.1.3 The term of the office shall be 2 1 years, or until such time the new officers are elected. The Chairperson of TAC may serve two consecutive 1 year terms.

4.1.4 In the event of a vacancy in the office of Chairperson, a member shall be elected by the TPB to serve the remainder of the term of office.

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Page 3 of 5

WAMPO TAC Bylaws
Adopted: January 19, 2006
Amended: October 14, 2008
Amended: August 9, 2011
Amended: August 08, 2017



Agenda Item 4C: Action
WAMPO Executive Committee Appointments
Commissioner David Dennis, TPB Chair

Background

Elections of officers took place at February 9 TPB Meeting. TPB Chair, TPB Vice Chair and TAC Chair were elected.

TPB Chair completed appointing members of the WAMPO Executive Committee, as follows.

1. Commissioner David Dennis (TPB Chair)
2. Council Member Becky Tuttle (TPB Vice Chair)
3. Council Member Troy Tabor (TAC Chair)
4. Council Member Jack Hezlep
5. Mayor Bruce Armstrong &
6. Commissioner Dan Woydziak (Immediate Past Chair)

Also Tom Hein is appointed as TAC Committee member as a WAMPO Representative.

Action Options:

- Approve the Committee members as appointed
- Not Approve the Committee members as appointed

Recommended Action:

- Approve the Committee members as appointed