



WAMPO TPB Executive Committee Meeting Notice

Thursday, May 8, 2025, @ 11:00 AM

In-Person

271 W 3rd St.
MAPD Office Room 237
Wichita, KS 67202

Virtual

Please click the link below
for online meeting access.

[JOIN HERE](#)

Meeting Agenda	Page #
I. Welcome	
II. February 6, 2025, Meeting Summary	2
III. New Business	
<u>OPERATIONS & MANAGEMENT</u>	
A. Open Discussion about Bylaws, Administration, etc.	
<u>BUDGET & FINANCE</u>	
B. WAMPO Financial Reports - WAMPO staff	3 to 14
<u>STAFF TASKS, PROJECTS & ACTIVITIES</u>	
C. 2025 UPWP Quarterly Update - WAMPO staff	15 to 16
IV. Other Business	
V. Adjournment	
Next Meeting – August 7, 2025, at 11:00 AM	

Chad Parasa, TPB Secretary

May 5, 2025



WAMPO TPB Executive Committee meeting

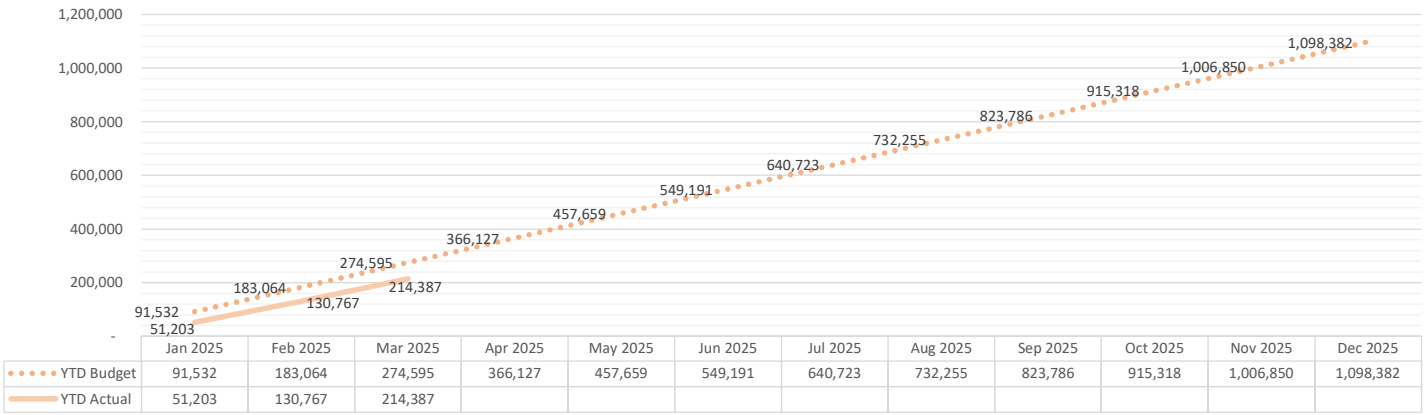
Thursday, February 6, 2025, at 11:00 am

271 W 3rd Street, MAPD Office Room 237, Wichita, KS 67202 and via Zoom

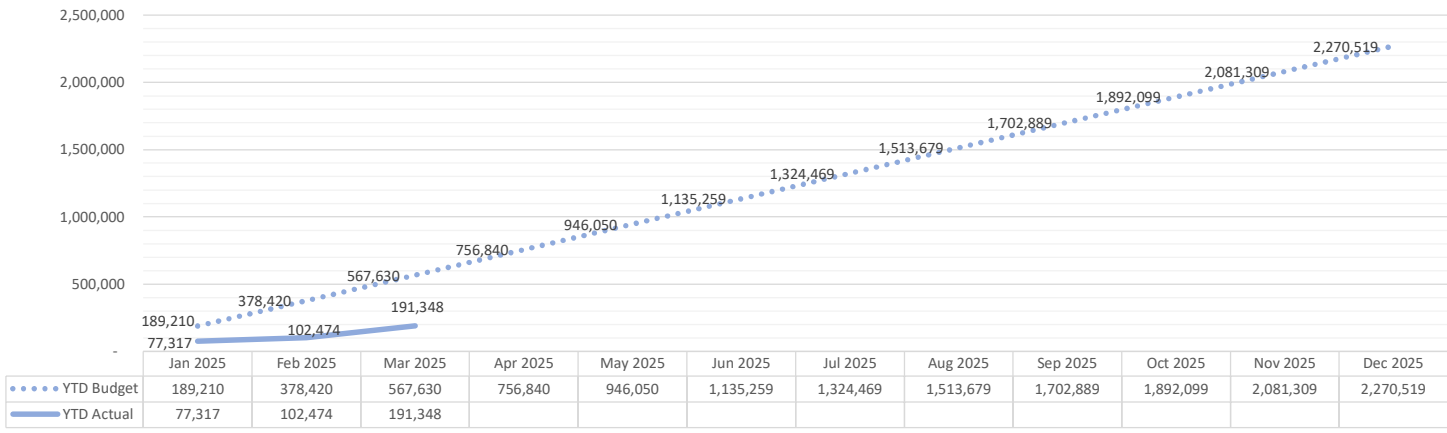
Meeting Notes & Summary

02/06/2025	
Type of Meeting	Regular
Members Present:	Becky Tuttle, City of Wichita (Chair) Russ Kessler, City of Haysville Nick Squires, KDOT District 5 Dan Woydziak, Butler County
Members Absent:	Pete Meitzner, Sedgwick County
WAMPO Staff:	Chad Parasa, Kyle Thomas, Peter Mohr, Kim Negrete, Markey Jonas
WAMPO Attorney:	Evan Hathaway, Hite, Fanning & Honeyman L.L.P.
Other Attendees:	None
Discussion	<ul style="list-style-type: none">• Chair Tuttle opened the meeting by discussing the meeting minutes summary from previous Executive Committee meeting, leading staff to the current meeting discussion.• Chad Parasa and Kyle Thomas provided an update on financial reports, as well as the status of audit tasks related to the year 2024.• Chad Parasa, Markey Jonas and Peter Mohr provided an update on UPWP tasks. Mention was made particularly regarding “Regional Household Travel Survey” project that will be programmed in UPWP from 2025 till 2027.• Committee members entered an executive session to discuss a personnel item and then reconvened the public meeting. During the public meeting, the committee unanimously recommended approving a 5% salary increase for the WAMPO Executive Director, retroactive to January 1, 2025.

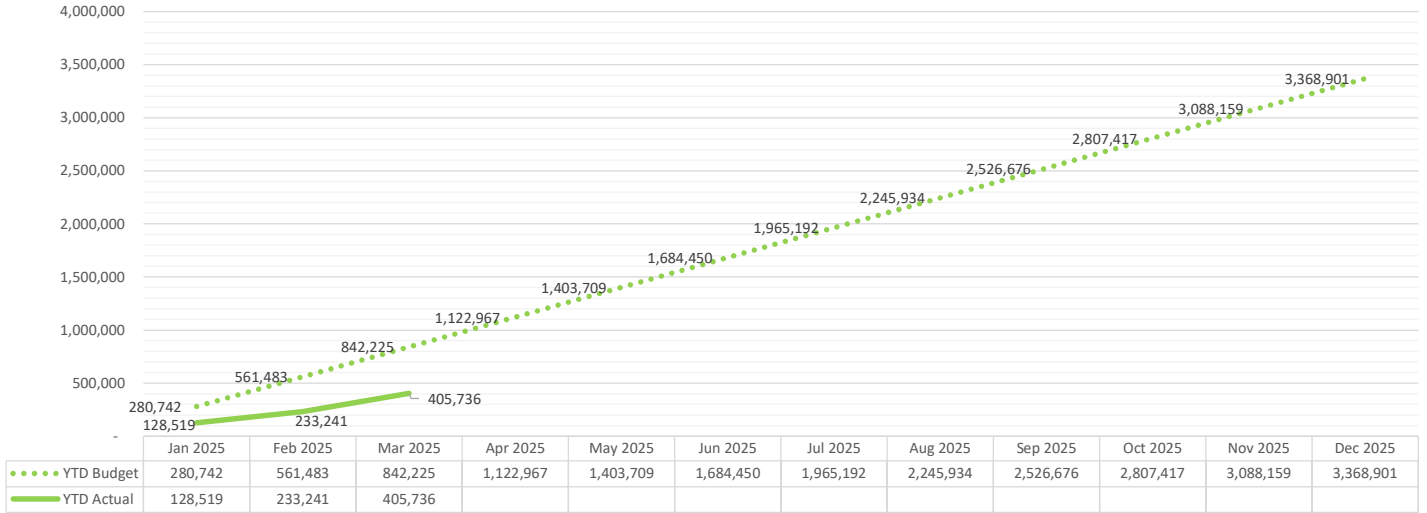
WAMPO Salaries & Benefits 2025



WAMPO Operating Expenses 2025

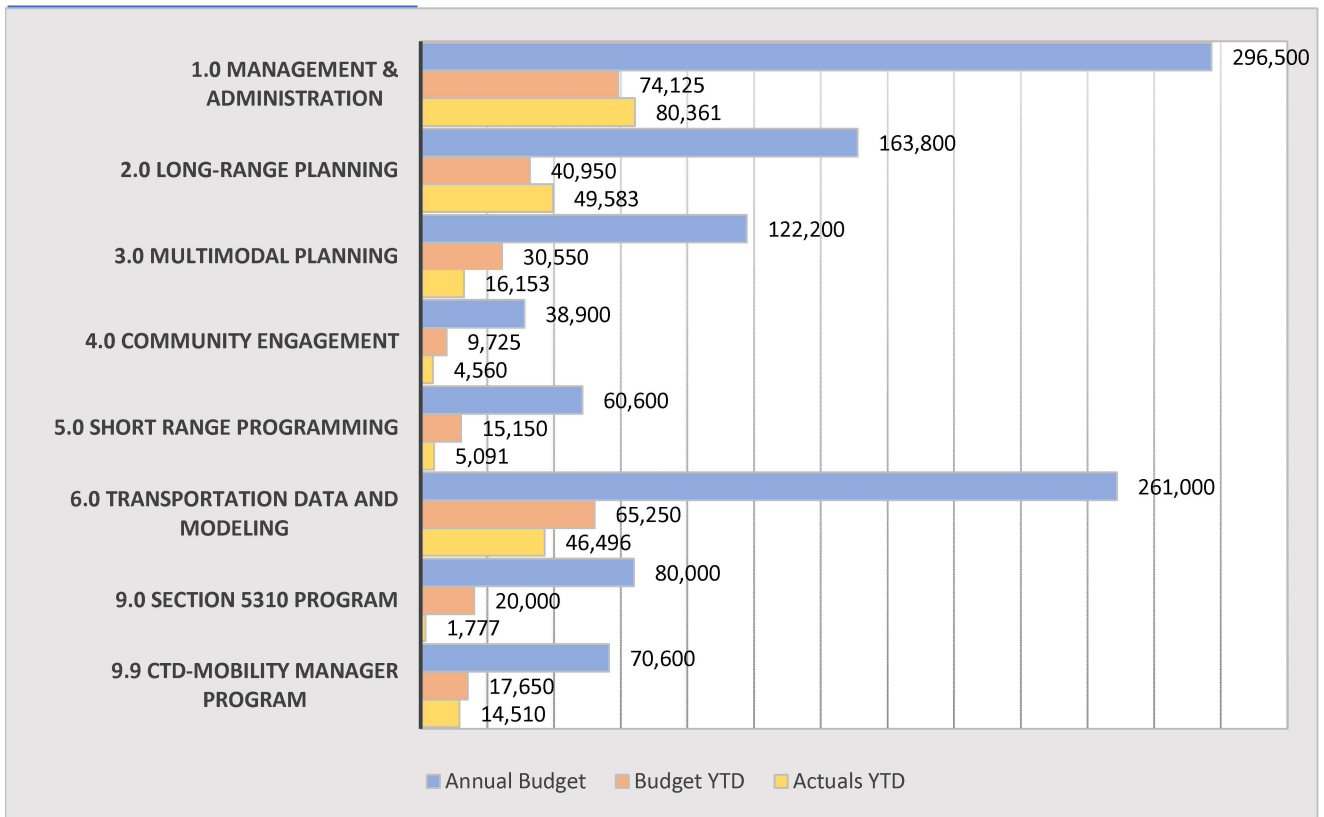


WAMPO Operating Expenses & Payroll 2025



Total Budget 3,368,901
Funds needed from KDOT 2,695,121
Funds needed from Local Match 673,780

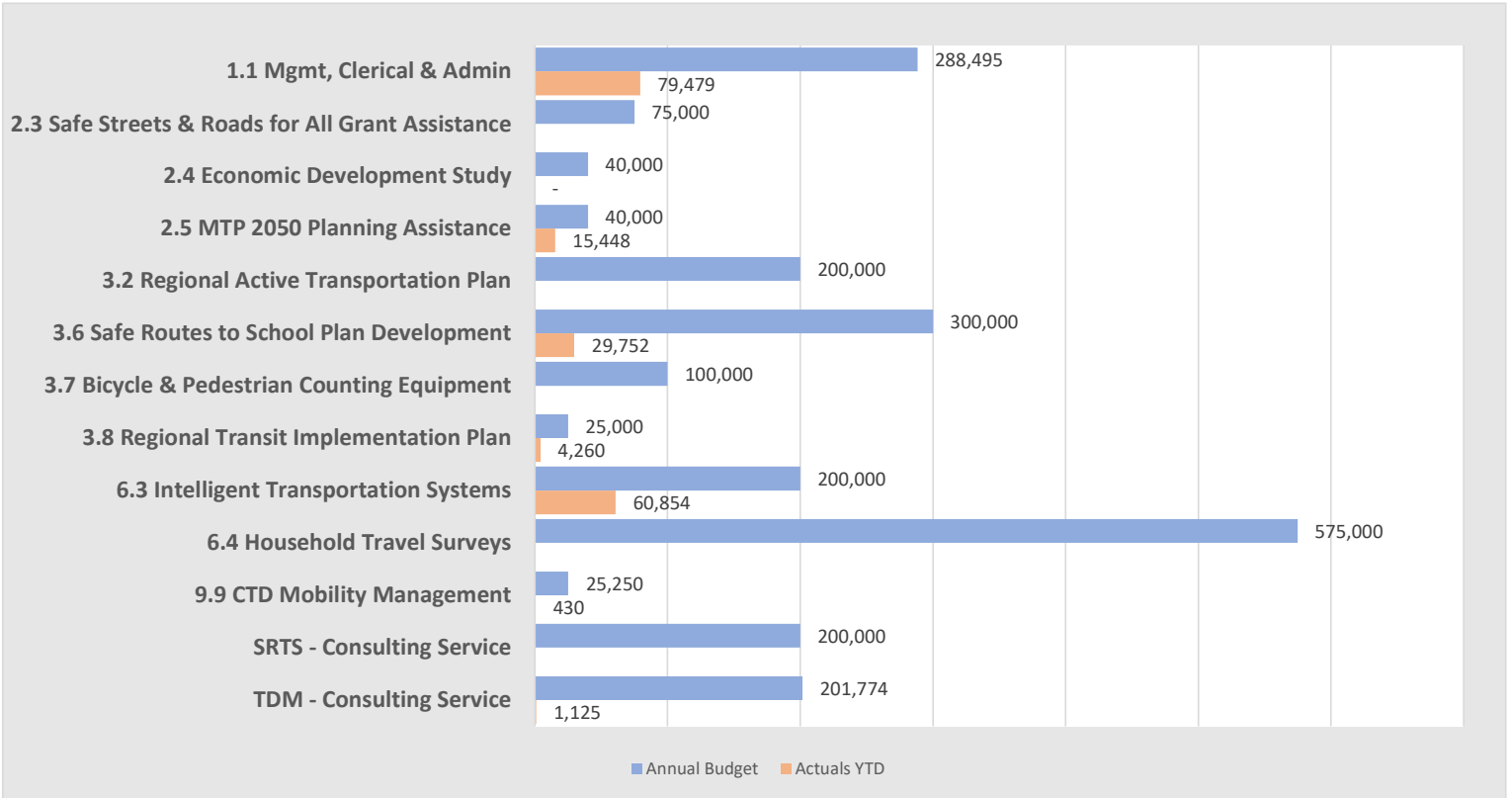
WAMPO Payroll Budget/Actuals - March 2025



WAMPO Payroll Budget/Actuals - March 2025

Description	Annual Budget	Budget YTD	Actuals YTD	Percent Spent
1.0 Management & Administration	296,500	74,125	80,361	27.1%
2.0 Long-Range Planning	163,800	40,950	49,583	30.3%
3.0 Multimodal Planning	122,200	30,550	16,153	13.2%
4.0 Community Engagement	38,900	9,725	4,560	11.7%
5.0 Short Range Programming	60,600	15,150	5,091	8.4%
6.0 Transportation Data and Modeling	261,000	65,250	46,496	17.8%
9.0 Section 5310 Program	80,000	20,000	1,777	2.2%
9.9 CTD-Mobility Manager Program	70,600	17,650	14,510	20.6%
	1,093,600	273,400	218,532	20.0%

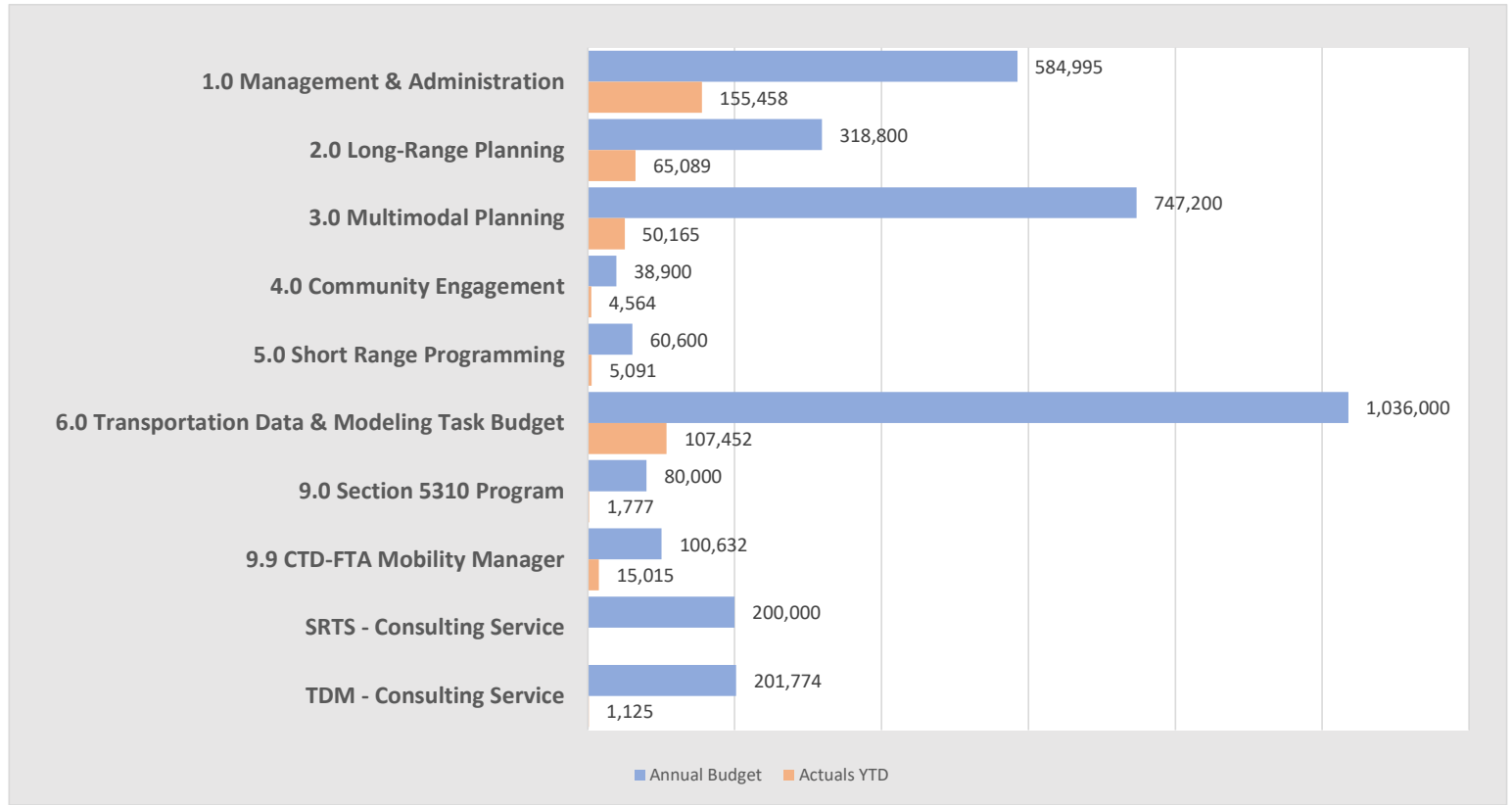
WAMPO Non-Payroll Budget/Actuals Year to Date - January 31, 2025



WAMPO Non-Payroll Budget/Actuals Year to Date - January 31, 2025

Budget Task	Type	Annual Budget	Actuals YTD
1.1 Mgmt, Clerical & Admin	Operating Expenses	288,495	79,479
2.3 Safe Streets & Roads for All Grant Assistance	Consultant Services	75,000	-
2.4 Economic Development Study	Consultant Services	40,000	-
2.5 MTP 2050 Planning Assistance	Consultant Services	40,000	15,448
3.2 Regional Active Transportation Plan	Consultant Services	200,000	-
3.6 Safe Routes to School Plan Development	Consultant Services	300,000	29,752
3.7 Bicycle & Pedestrian Counting Equipment	Operating Expenses	100,000	-
3.8 Regional Transit Implementation Plan	Consultant Services	25,000	4,260
6.3 Intelligent Transportation Systems	Consultant Services	200,000	60,854
6.4 Household Travel Surveys	Consultant Services	575,000	-
9.9 CTD Mobility Management	Operating Expenses	25,250	430
SRTS - Consulting Service	Consultant Services	200,000	-
TDM - Consulting Service	Consultant Services	201,774	1,125
Grand Total		2,270,519	191,348

WAMPO Budget/Actuals - Combined Payroll & Non-Payroll Year to Date - January 31, 2025



WAMPO Budget/Actuals - Combined Payroll & Non-Payroll Year to Date - January 31, 2025

Budget Task	Annual Budget	Actuals YTD
1.0 Management & Administration	584,995	155,458
2.0 Long-Range Planning	318,800	65,089
3.0 Multimodal Planning	747,200	50,165
4.0 Community Engagement	38,900	4,564
5.0 Short Range Programming	60,600	5,091
6.0 Transportation Data & Modeling Task Budget	1,036,000	107,452
9.0 Section 5310 Program	80,000	1,777
9.9 CTD-FTA Mobility Manager	100,632	15,015
SRTS - Consulting Service	200,000	
TDM - Consulting Service	201,774	1,125
Grand Total	3,368,901	405,736

Wichita Area Metropolitan Planning Organization

Statement of Cash Flows

January - March, 2025

	TOTAL
OPERATING ACTIVITIES	
Net Income	-93,934.34
Adjustments to reconcile Net Income to Net Cash provided by operations:	
12000 Accounts Receivable (A/R)	9,340.17
12130 AR Clearing	4,580.24
12500 Prepaid Travel	-1,062.33
20000 Accounts Payable (A/P)	80,544.58
20100 Credit Card Payable	7,362.80
20130 AP Clearing	-5,180.13
21001 Federal Income Tax Payable	0.00
21002 State Income Tax Payable	0.00
21003 Federal FICA Liability	0.00
21004 Federal FHI Liability	0.00
21005 457 Plan Liability	0.00
21006 457 Plan EERTH Employee	0.00
21007 Health Insurance Liability	-5,004.59
21008 Dental Insurance Liability	-150.50
21009 Vision Insurance Liability	-31.71
21011 Garnishment	0.00
21012 Kansas Unemployment	0.08
21013 Payroll Clearing	-25,995.23
21014 Flex-Spending Liability	-233.93
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	64,169.45
Net cash provided by operating activities	\$ -29,764.89
INVESTING ACTIVITIES	
12510 Building Lease (ROU)	14,392.12
12520 Equipment Lease (ROU)	1,152.87
Net cash provided by investing activities	\$15,544.99
FINANCING ACTIVITIES	
22010 Building Lease Liability	-14,392.12
22020 Equipment Lease Liability	-1,152.87
Net cash provided by financing activities	\$ -15,544.99
NET CASH INCREASE FOR PERIOD	\$ -29,764.89
Cash at beginning of period	1,099,423.66
CASH AT END OF PERIOD	\$1,069,658.77

Balance Sheet Summary

Wichita Area Metropolitan Planning Organization

As of March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	\$1,470,565.78
Current Assets	\$1,432,435.42
Bank Accounts	\$1,069,658.77
Accounts Receivable	\$359,402.29
Other Current Assets	\$3,374.36
Total for Current Assets	\$1,432,435.42
Other Assets	\$38,130.36
Total for Assets	\$1,470,565.78
Liabilities and Equity	\$1,470,565.78
Liabilities	\$143,724.19
Current Liabilities	\$105,593.83
Accounts Payable	\$101,948.09
Other Current Liabilities	\$3,645.74
Total for Current Liabilities	\$105,593.83
Long-term Liabilities	\$38,130.36
Total for Liabilities	\$143,724.19
Equity	\$1,326,841.59
Total for Liabilities and Equity	\$1,470,565.78

Balance Sheet

Wichita Area Metropolitan Planning Organization

As of March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
10000 Small Business Options (6693)	1,069,618.24
10100 Intrust Bank	
10200 Cash on hand	40.53
Total for Bank Accounts	\$1,069,658.77
Accounts Receivable	
12000 Accounts Receivable (A/R)	359,402.29
Total for Accounts Receivable	\$359,402.29
Other Current Assets	
11500 457 Plan Forfeitures	
12100 Accrued Reimbursements	
12130 AR Clearing	
12500 Prepaid Travel	3,126.79
19999 Other Current Assets	247.57
Total for Other Current Assets	\$3,374.36
Total for Current Assets	\$1,432,435.42
Fixed Assets	
Other Assets	
12510 Building Lease (ROU)	14,692.92
12520 Equipment Lease (ROU)	23,437.44
Total for Other Assets	\$38,130.36
Total for Assets	\$1,470,565.78

Balance Sheet

Wichita Area Metropolitan Planning Organization

As of March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable (A/P)	101,948.09
Total for Accounts Payable	\$101,948.09
Credit Cards	
Other Current Liabilities	
20100 Credit Card Payable	9,471.35
20130 AP Clearing	84.22
20140 Deferred Membership Dues Revenue	
20150 Deferred TIP Fee Revenue	
21001 Federal Income Tax Payable	
21002 State Income Tax Payable	
21003 Federal FICA Liability	
21004 Federal FHI Liability	
21005 457 Plan Liability	
21006 457 Plan EERTH Employee	
21007 Health Insurance Liability	-5,004.59
21008 Dental Insurance Liability	-639.68
21009 Vision Insurance Liability	-31.71
21010 Child Support	
21011 Garnishment	
21012 Kansas Unemployment	0.08
21013 Payroll Clearing	
21014 Flex-Spending Liability	-233.93
Total for Other Current Liabilities	\$3,645.74
Total for Current Liabilities	\$105,593.83
Long-term Liabilities	
22000 Cash Advance From Fiscal Agent	
22010 Building Lease Liability	14,692.92
22020 Equipment Lease Liability	23,437.44
Total for Long-term Liabilities	\$38,130.36
Total for Liabilities	\$143,724.19
Equity	
35000 Retained Earnings	1,420,775.93
Net Income	-93,934.34
Total for Equity	\$1,326,841.59
Total for Liabilities and Equity	\$1,470,565.78

Profit and Loss

Wichita Area Metropolitan Planning Organization

January 1-March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
40000 KDOT Reimbursment	256,722.49
40100 KDOT 100 Reimbursement	6,116.04
41000 Membership Dues	50,000.00
47000 WAMPO Funding	-1,037.28
Total for Income	\$311,801.25
Cost of Goods Sold	
Gross Profit	\$311,801.25
Expenses	
51005 Advertising & Marketing	177.00
51010 Bank Charges & Fees	52.50
51025 Professional Memberships/Periodicals	3,303.38
51030 Software License Fees	18,072.88
51047 Life Insurance	2,875.20
51049 FSA Plan	150.00
51070 Legal & Professional Services	1,735.00
51075 Building & Services Agreement	15,000.00
51080 Office Supplies & Equipment	1,004.54
51081 Dues & subscriptions	274.99
51090 Consultants	111,439.16
51099 Payroll Processing Expense	970.00
51155 Staff Travel and Training	9,073.09
51180 Copier Services	2,064.86
51205 USPS	6.57
51245 Other Miscellaneous Service Cost	149.05
51260 Single Audit	25,000.00
60011 Salaries & Benefits 1.1	0
60011.1 Salaries	31,594.64
60011.2 Health Insurance 1.1	5,469.62
60011.3 Dental 1.1	250.38
60011.4 Vision Insurance 1.1	37.85
60011.5 Federal FHI/FICA Employer 1.1	2,210.72
60011.6 State Unemployment Tax 1.1	395.65
60011.7 Pension 457 Plan 1.1	-3,599.89
Total for 60011 Salaries & Benefits 1.1	\$36,358.97
60012 Salaries & Benefits 1.2	\$22,649.23
60013 Salaries & Benefits 1.3	\$16,970.93
60021 Salaries & Benefits 2.1	\$43,251.51
60022 Salaries & Benefits 2.2	\$6,388.91
60031 Salaries & Benefits 3.1	\$3,844.10

Profit and Loss

Wichita Area Metropolitan Planning Organization

January 1-March 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
60033 Salaries & Benefits 3.3	\$1,871.74
60034 Salaries & Benefits 3.4	\$1,780.30
60035 Salaries & Benefits 3.5	\$8,657.24
60041 Salaries & Benefits 4.1	\$4,563.53
60051 Salaries & Benefits 5.1	\$5,091.30
60061 Salaries & Benefits 6.1	\$18,769.83
60062 Salaries & Benefits 6.2	\$27,828.00
60090 Salaries & Benefits 5310	\$1,777.16
60099 CTD Salaries & Benefits 9.9	\$14,584.62
Total for Expenses	\$405,735.59
Net Operating Income	-\$93,934.34
Other Income	
Other Expenses	
Net Other Income	0
Net Income	-\$93,934.34

WAMPO
Expenditures Budget to Actual Jan 2025

Program	Sub-Task Description	Total Budget	YTD Actual	Remaining Balance	% Expended to Date
UPWP					
1.0 Management and Administration					
1.1 Operations, Management, Clerical & Administration	Salaries & Benefits	135,000.00	36,358.97	98,641.03	26.93%
1.1 FSA Plan	Operating Expenses	1,000.00	135.15	864.85	13.52%
1.1 USPS	Operating Expenses	500.00	6.57	493.43	1.31%
1.1 457 Qualified Plan Services	Operating Expenses	5,000.00	-	5,000.00	0.00%
1.1 Dues & subscriptions	Operating Expenses	1,500.00	274.99	1,225.01	18.33%
1.1 Bank Charges & Fees	Operating Expenses	2,000.00	52.50	1,947.50	2.63%
1.1 QuickBooks Accounting	Operating Expenses	2,500.00	-	2,500.00	0.00%
1.1 Relocation Costs for New Employee	Operating Expenses	3,000.00	-	3,000.00	0.00%
1.1 Outside Training Consultants/Guest Speakers	Operating Expenses	4,000.00	-	4,000.00	0.00%
1.1 Copier Services	Operating Expenses	7,500.00	2,064.86	5,435.14	27.53%
1.1 Misc Technology Supplies/Fees	Operating Expenses	5,000.00	-	5,000.00	0.00%
1.1 Wealth Management Advisor	Operating Expenses	3,500.00	-	3,500.00	0.00%
1.1 Payroll Processing Expense	Operating Expenses	5,820.00	970.00	4,850.00	16.67%
1.1 Other Miscellaneous Service Cost	Operating Expenses	7,050.00	149.05	6,900.95	2.11%
1.1 Advertising & Marketing	Operating Expenses	5,000.00	177.00	4,823.00	3.54%
1.1 Life Insurance	Operating Expenses	11,000.00	2,609.28	8,390.72	23.72%
1.1 Consultants	Operating Expenses	12,000.00	-	12,000.00	0.00%
1.1 Professional Memberships/Periodicals	Operating Expenses	15,000.00	3,283.38	11,716.62	21.89%
1.1 Software License Fees	Operating Expenses	30,000.00	18,072.88	11,927.12	60.24%
1.1 Accounting Services Consultant	Operating Expenses	7,000.00	-	7,000.00	0.00%
1.1 IT Equipment	Operating Expenses	10,000.00	-	10,000.00	0.00%
1.1 Liability Insurance	Operating Expenses	18,000.00	-	18,000.00	0.00%
1.1 Single Audit	Operating Expenses	32,125.00	25,000.00	7,125.00	77.82%
1.1 Legal & Professional Services	Operating Expenses	20,000.00	1,735.00	18,265.00	8.68%
1.1 Building & Services Agreement	Operating Expenses	30,000.00	15,000.00	15,000.00	50.00%
1.1 Office Supplies & Equipment	Operating Expenses	10,000.00	1,004.54	8,995.46	10.05%
1.1 Staff Travel and Training	Operating Expenses	40,000.00	8,943.65	31,056.35	22.36%
1.2 Budget & Financial Monitoring System	Salaries & Benefits	110,500.00	22,649.23	87,850.77	20.50%
1.3 TPB, TAC, & EC Support	Salaries & Benefits	51,000.00	16,970.93	34,029.07	33.28%
2.0 Long-Range Planning					
2.1 Overall Development of MTP	Salaries & Benefits	138,700.00	43,251.51	95,448.49	31.18%
2.2 Other Long-Range Planning	Salaries & Benefits	25,100.00	6,388.91	18,711.09	25.45%
2.3 Safe Streets and Roads for All Grant Assistance	Consultant Services	75,000.00	-	75,000.00	0.00%
2.4 Economic Development Study	Consultant Services	40,000.00	-	40,000.00	0.00%
2.5 MTP 2050 Planning Assistance	Consultant Services	40,000.00	15,448.31	24,551.69	38.62%
3.0 Multimodal Planning					
3.1 Bicycle & Pedestrian Planning	Salaries & Benefits	21,800.00	3,844.10	17,955.90	17.63%
3.2 Regional Active Transportation Plan	Consultant Services	200,000.00	-	200,000.00	0.00%
3.3 Transit & Paratransit Planning	Salaries & Benefits	21,700.00	1,871.74	19,828.26	8.63%
3.4 Complete Streets Planning	Salaries & Benefits	54,400.00	1,780.30	52,619.70	3.27%
3.5 Safe Routes to School Planning	Salaries & Benefits	24,300.00	8,657.24	15,642.76	35.63%
3.6 Safe Routes to School Plan Development	Consultant Services	300,000.00	29,752.30	270,247.70	9.92%
3.7 Bicycle & Pedestrian Counting Equipment Purchase**	Operating Expenses	100,000.00	-	100,000.00	0.00%
3.8 Regional Transit Implementation Plan	Consultant Services	25,000.00	4,259.80	20,740.20	17.04%
4.0 Community Engagement					
4.1 Public Participation	Salaries & Benefits	38,900.00	4,563.53	34,336.47	11.73%
5.0 Short Range Programming					
5.1 Transportation Improvement Program	Salaries & Benefits	60,600.00	5,091.30	55,508.70	8.40%
6.0 Transportation Data and Modeling					
6.1 Travel Demand Model	Salaries & Benefits	87,400.00	18,769.83	68,630.17	21.48%
6.2 Transportation Data	Salaries & Benefits	173,600.00	27,828.00	145,772.00	16.03%
6.3 Intelligent Transportation Systems	Consultant Services	200,000.00	60,853.75	139,146.25	30.43%
6.4 Household Travel Surveys	Consultant Services	575,000.00	-	575,000.00	0.00%
UPWP Total		2,786,495.00	387,818.60	2,398,676.40	13.92%

WAMPO
Expenditures Budget to Actual Jan 2025

Program	Sub-Task Description		Total Budget	YTD Actual	Remaining Balance	% Expended to Date
5310 Program						
	9.0 Salaries & Benefits PWP	Salaries & Benefits	80,000.00	1,777.16	78,222.84	2.22%
	5307 Program Total		80,000.00	1,777.16	78,222.84	2.22%
Mobility Manager						
	9.9 Mobility Manager - Salary & Benefits	Salaries & Benefits	75,382.00	14,584.62	60,797.38	19.35%
	9.9 Mobility Manager - Operating Expenses	Operating Expenses	25,250.00	430.21	24,819.79	1.70%
	Mobility Manager Total		100,632.00	15,014.83	85,617.17	14.92%
Travel Demand Model						
	TDM Travel Demand Model	Consultant Services	201,774.00	1,125.00	200,649.00	0.56%
	TDM Total		201,774.00	1,125.00	200,649.00	0.56%
Safe Routes to School						
	SRTS Safe Routes to School	Consultant Services	200,000.00	-	200,000.00	0.00%
	TDM Total		200,000.00	-	200,000.00	0.00%
	Totals		3,368,901.00	405,735.59	2,963,165.41	12.04%



Agenda Item 3C

2025 UPWP Quarterly Update

Chad Parasa, Executive Director
Markey Jonas, Community Planner

Executive Summary

The 2025 Unified Planning Work Program (UPWP) budgets for the planning activities WAMPO plans to undertake in 2025 and outlines priorities. This staff report provides an overview of the planned work tasks. It is updated quarterly.

Background

The Unified Planning Work Program (UPWP) describes what planning activities WAMPO staff and consultants will undertake and how federal planning funds allocated to WAMPO will be used during the year (January 1-December 31). A UPWP serves several purposes, including defining the planning scope; budgeting and funding; scheduling; coordination; public involvement; and regulatory compliance. The 2025 Unified Planning Work Program (UPWP) was approved at the November 12, 2024, Transportation Policy Body (TPB) meeting. An administrative adjustment was performed on November 19, 2024.

The table below shows priority projects in the 2025 UPWP and the quarters in which each project is to be completed. This table will be updated to reflect the status of each project and presented to the TPB quarterly.

Fiscal Considerations

Funding for the UPWP comes from various sources, including federal Consolidated Planning Grant (CPG) funds, which require a 20% local match (i.e., 80% federal funding, 20% local funding). The 2025 UPWP total budgeted CPG and local-match expenditures are \$2,786,495.

2025 Priority Projects

Project	Quarter(s)*	Status
MTP 2050 Development & Implementation	1, 2, 3, 4, 2026	In progress. Drafts of all MTP 2050 chapters and appendices have been completed. The plan is available for public review and comment, March 8-April 7, 2025. MTP 2050 will be brought to the TPB for approval in May 2025, during Q2.
Safety Initiatives and Activities (Including SS4A Grant Tasks)	1, 2, 3, 4, 2026	Staff and the Transportation Safety Technical Advisors have identified updates to the strategies in the CSAP and edits are underway. ICT Safe held a quarterly meeting on February 5, 2025. WAMPO is coordinating with member jurisdictions to identify demonstration projects for the awarded SS4A grant. Other safety initiatives and activities are ongoing.
Annual Single Audit	1	The year 2024 single audit is anticipated to be presented to the TPB to receive and file on April 8, 2025.
Regional Active Transportation Plan Development	1, 2, 3, 4, 2026	Staff have begun drafting a Request for Proposals (RFP) to hire a consultant for the development of the Regional Active Transportation Plan.
Regional Transit Implementation Plan	1	Completed. The TPB approved the Regional Transit Implementation Plan on March 11, 2025.



Agenda Item 3C

2025 UPWP Quarterly Update

Chad Parasa, Executive Director
Markey Jonas, Community Planner

Safe Routes to School (Plan Development)	1, 2, 3, 4, 2026	In progress. The SRTS Stakeholder Committee met on March 10, 2025. Data collection and school/school district/local government coordination are in progress.
Title VI Program and Limited English Proficiency (LEP) Plan Updates	2, 3	Staff attended training in Q1 to prepare to update the Title VI Program and LEP Plan in Q3.
FFY2025-FFY2028 TIP Administration	1, 2, 3, 4, 2026	FFY2025-FFY2028 TIP Amendment 3 was approved by the TPB on February 11, 2025. Amendment 4 is anticipated to be approved in Q2.
Travel Demand Model Update	1, 2, 3, 4, 2026	In progress.
Regional ITS Architecture Update	1, 2, 3, 4	In progress. Stakeholder and Steering Committee meetings are scheduled to be held in Q2.
Household Travel Survey	4, 2026, 2027	No activity to date.

**Quarter 1: January - March, Quarter 2: April - June, Quarter 3: July - September, Quarter 4: October - December*

UPWP Report

WAMPO staff have completed a UPWP activity report for the first quarter of 2025 (January 1-March 31) to submit as part of WAMPO's quarterly reimbursement package to KDOT.

Attachment

» **January - March 2025 UPWP Report** – <https://bit.ly/2025-Q1-UPWP-Report>