



Flint Hills Metropolitan Planning Organization

323 Poyntz Avenue, Suite 101 | Manhattan, KS | 66502
Phone: 785.845.9050
FHMPO@FlintHillsMPO.org

Policy Board Meeting

Wednesday July 15, 2020
3:30 pm

Policy Board Members and guests should join via Zoom Meeting

Join Zoom Meeting
<https://us02web.zoom.us/j/9191546755>

Meeting ID: 919 154 6755

1. Welcome & Introductions
2. Public Comment Opportunity
3. Financial Update
4. **ACTION ITEM:** June 17, 2020 Meeting Minutes
5. **ACTION ITEM:** Approval of Transportation Improvement Program (TIP) Amendment #3
6. **UPDATED ACTION ITEM:** Authorize Chair to sign Amendment to the Fiscal Agent Agreement with the City of Manhattan Terminating the Agreement
7. Updates from Staff
8. Motion for Adjournment

Special Accommodations: Please notify the MPO at (785) 845- 9050 or FHMPO@FlintHillsMPO.org at least 72 hours in advance if you require special accommodations to attend this meeting. We will make every effort to meet reasonable requests. The MPO does not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint Form, visit the MPO office at 323 Poyntz Avenue, Suite 101 or www.FlintHillsMPO.org.

**Policy Board Meeting Minutes****June 17, 2020 3:30pm**

Via Zoom Meeting

VOTING MEMBERS PRESENT		
x	Keith Ascher	Geary County Commission
x	Matt Messina	KS Dept of Transportation
x	Aaron Estabrook	Manhattan City Commission
x	Dee McKee	Pottawatomie Co. Commission
x	Jeff Underhill	Junction City Commission
x	John Ford	Riley County Commission
	Clifford Baughman	Wamego City Commission
NON-VOTING MEMBERS PRESENT		
	Paul Foundoukis	Federal Highway Admin.
	Kelley Paskow (Alt)	Fort Riley Representative
	Eva Steinman	Federal Transit Admin.
	Anne Smith	Flint Hills ATA

Staff Present		
x	Stephanie Peterson	MPO
x	Jared Tremblay	MPO
x	Rachel Foss	MPO
Guests Present		
Jack Allston	PT County Eco Devo	
Kristi Wilson	KDOT	
Chad Kinsley	PT County Administrator	

1. Welcome & Introductions:

- The Policy Board meeting was called to order by Chairperson Jeff Underhill at 3:30pm.

2. Public Comment Opportunity

- No public comments.

3. Financial Update from Staff

- Staff presented an overview of the current bank account balance, outstanding reimbursements, and anticipated cash balance as of next month.
- Matt Messina suggested totaling the outstanding reimbursements.
- Staff stated that this would be included in each agenda packet moving forward.
- Dee McKee requested a presentation regarding the benefit of the MPO to the Pottawatomie County Commission. Stephanie Peterson and Chad Kinsley stated that they had touched base and County staff would be making a presentation regarding the MPO at an upcoming meeting to address any concerns.

4. ACTION ITEM: May 20, 2020 Meeting Minutes

- Dee McKee motioned to approve the minutes. John Ford seconded. Motion carried 6-0.

5. ACTION ITEM: Approval of Updated to Operations Manual

- Stephanie Peterson presented the minor change made to the Operations Manual which defined Amendments versus Administrative Modifications for the document.
- Keith Ascher noted a grammatical error in the suggested language.
- John Ford stated that he felt this made since and eliminated some of the bureaucracy of the updating the Manual.
- Keith Ascher motioned to approve. John Ford second. Motion carried 6-0.

6. ACTION ITEM: Authorize Chair to Sign Fiscal Agreement

- Stephanie Peterson stated that she had received a copy of the signed agreement from only Riley County so far, however, there were no additional changes she had received from other jurisdictions.
- Stephanie explained that the statement in the agreement referring to how to maintain positive cash flow was removed. She provided a recap on the conversations some of the Board Members and MPO staff had with Manhattan City Management regarding serving as a financial backstop if positive cash flow were to become an issue. Stephanie explained that the City's proposal was a no-interest loan that the MPO could borrow against if they needed to. Stephanie explained that the only time this loan would be utilized is if there was a delay in reimbursement from KDOT, which isn't anticipated.
- Dee McKee expressed concerns with Manhattan providing the MPO with a loan, even if it was no interest. She was concerned with the MPO borrowing against money they didn't have and being responsible for paying that back or not receiving reimbursement from the State.
- Stephanie explained that this loan was not anticipated to be needed, but rather serve as a safety net. She also stated that it would only be used while waiting for reimbursement from KDOT, not because the MPO didn't have the funding they needed.
- Jeff Underhill explained that the funds the MPO receives are federal funds and have to be provided to the MPOs. These funds can't be taken and used by KDOT or the State for other purposes. Matt Messina confirmed this.
- John Ford motioned to approve. Keith Ascher seconded. Motion carried 5-0, with Dee McKee abstaining.

7. Updates from Staff:

- Stephanie stated that a video summarizing how the outputs of the travel demand model are used had been uploaded to the MPO website. She also stated that the first Chapter of Connect 2040 was provided to TAC for review and comments. She asked the Board if they would prefer to see each chapter as it is drafted or the final product at the end. The Board asked to receive the document in its entirety.

8. Motion for Adjournment

- Aaron Estabrook motioned to adjourn the meeting. Keith Ascher seconded. Meeting adjourned at 4:01pm.

**SECOND AMENDMENT TO AGREEMENT
FOR FISCAL AGENT SERVICES**

THIS SECOND AMENDMENT entered into this ____ day of _____, 2020, by and between the Flint Hills Metropolitan Planning Organization (“MPO”) and the City of Manhattan, Kansas (“CITY”).

WHEREAS, federal law requires a continuous, comprehensive and cooperative transportation (3-C process) to be undertaken in urbanized areas with populations greater than fifty thousand persons; and,

WHEREAS, in an agreement dated February 23, 2013 (“Designation Agreement”), the CITY, Riley County, Pottawatomie County, City of Junction City and Geary County (collectively “Member Jurisdictions”) designated the MPO to carry out the 3-C process in cooperation with the Kansas Department of Transportation (“KDOT”); and

WHEREAS, in an agreement dated March 13, 2013, which was superseded by an April 3, 2018 Fiscal Agreement, (“Fiscal Agreements”), the Member Jurisdictions agreed to provide certain financial support to the MPO; and,

WHEREAS, the MPO is a legally independent government entity authorized by federal regulation, is distinct from any of its Member Jurisdictions and is governed by the Flint Hills MPO Transportation Policy Board (“Policy Board”); and,

WHEREAS, the MPO and the CITY entered into an Agreement dated December 20, 2017 (“Fiscal Agent Services Agreement”), for the CITY to provide Fiscal Agent Services through December 31, 2018, pursuant to the Designation Agreement and Fiscal Agreements; and,

WHEREAS, the Fiscal Agent Services Agreement term was extended by the First Amendment for Fiscal Agent Services, executed by the CITY and MPO on November 20, 2018; and,

WHEREAS, the MPO and the CITY mutually desire to enter into this Second Amendment for Fiscal Agent Services to terminate the Fiscal Agent Agreement, as provided herein.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. To terminate the Fiscal Agent Services Agreement, as provided herein, on July 31, 2020. The parties shall cooperate to conclude the CITY’s fiscal agent services and transfer records and funds by July 31, 2020, in the manner reasonably directed by the MPO in accordance with this Second Amendment. The MPO shall provide funds to the CITY for all payments prior to the Termination Date, and the CITY shall be paid for services or expenses incurred prior to the Termination Date, or as required by the wrap-up services, as provided in this Second Amendment.

2. The parties agree that this is a mutual termination, not requiring either party to send notice to the other party to effectuate termination, as provided for unilateral termination in the Fiscal Agent Services Agreement.

**IN WITNESS WHEREOF, the parties hereto have executed this SECOND AMENDMENT
the day and year first above written.**

FLINT HILLS METROPOLITAN PLANNING ORGANIZATION

By: JEFF UNDERHILL
POLICY BOARD CHAIRPERSON

CITY OF MANHATTAN, KANSAS

By: USHA REDDI
MAYOR

ATTEST:

BRENDA K. WOLF, CMC
CITY CLERK