

TECHNICAL ADVISORY COMMITTEE (TAC)
APPROVED MINUTES
Tuesday, March 6, 2007

MEMBERS PRESENT:

Brad Finkeldei (MPO)

Chuck Soules (Lawrence PW)

Joel Skelley (KDOT)

Becky Pepper (KDOT)

Cliff Galante (Lawrence Transit)

Daniel Nguyen (FTA)

Keith Browning (Dg. Co. PW)

Byron Low (FHWA)

Sheila Stogsdill (Planning)

Debbie Van Saun (Lawrence ACM)

OTHERS PRESENT: Paul Patterson (Planning)

Item 1. Call to Order

The meeting was called to order at 1:35 PM. A quorum was present.

Item 2. Approval of Minutes – February 6, 2007

Meeting minutes of the February 6, 2007 TAC were reviewed with a correction to Item 6.

MOTION by Stogsdill, 2nd by Soules to approve the minutes as corrected.

Motion was unanimously approved.

The order of the agenda was modified with Items 6 and 7 being considered first, due to Soules needing to leave at 2:00.

Item 6. ITS Architecture Update

Update by Soules on the ITS Architecture Contracted Services. Draft of Scope of Works has been completed.

Item 7. T2030 Contracted Services

T2030 Transportation Plan is being contracted out, so it can be completed by this fall.

Skelley – Two things needed to be done on the budget. First, shift funds to consultant services by moving funding from unobligated funds. Specific personnel budget may be reduced and funds shifted due to the current vacant positions, or the ITS Architecture may not realistically be completed this year so may be able to shift some of these funds from the year 2007.

Discussion that at least one-fourth of the personnel budget may be available to be shifted.

SAFETEA-LU additional funds not shown (\$10,000 – \$20,000).

May be able to shift STP funding to cover some of the contract. However, STP funding is already obligated.

Lawrence has a good T2025 Plan to start with, so updating and modification to T2030 Plan should not be too difficult.

Unobligated funds will need to have an amendment from the MPO to change the UPWP. Will need to amend the unobligated funds to move it above the budget line to an obligated category.

A miscellaneous agenda item on the UPWP amendment will be added to the March 26 MPO meeting. Item will be reflected on the Planning Department's web page www.lawrenceplanning.org for the Planning Commission/MPO agenda addition.

In the future, will need to solidify a process for MPO agenda/public notice requirements.

Galante – question and discussion on conversion of State's 5311 funding to 5307 funding for Small Urban Areas.

Low – question and discussion on possibility of SPR funding of \$50,000 for the MPO to do planning and then pay it back in the future.

Finkeldei - Add new line item under Contracted Services for T2030 Plan - \$150,000.

Move unobligated funds of \$107,292.

Shift \$3,000 from public information & advertising costs.

Shift \$20,000 from personnel.

Will need to balance the budget out with a minimum local match of 20%.

Discussion on K-10 study being considered by Douglas County.

Soules left at 2:10 for another meeting.

MOTION by Skelley, 2nd by Van Saun to move the unobligated funding up to a new line item for Contracted Services – T2030 Transportation Plan of \$150,000, and move \$20,000 from Personnel and \$3,000 from Public Information and Advertising.

Motion passed, unanimously.

Discussion that the MPO should change the format of the UPWP & TIP in the future.

Contract for contracted services – T2030 Transportation Plan can be negotiated, but not signed until after the March 26th meeting.

Item 3. Discussion Item: MPO Approval of Transportation Improvement Program Amendments

KDOT has received letter concerning the 3 TIP amendments the MPO approved at their February 26th meeting:

- The City of Lawrence's requested TIP amendment to include transit capital projects. The reallocation of transit funds included program administration (salaries) and security improvements separately.

- Baldwin City's requested TIP amendment for Phase I funding from the Safe Routes to School (SRTS) Program in the amount of \$14,780. The funds will be used for the surveying of the schools, students, and parents on methods currently used to get to school and the existing barriers preventing students from walking or biking to school. Outcome will be direction on the facilities needed to be constructed or modified and what educational programs would need to be implemented. The resulting plan and construction estimates would constitute their application for Phase II funding.
- The University of Kansas requested TIP amendment for the purchase of up to 3 new buses for service on the campus. They would like to preserve pre-award authority for local match against any future earmarks awarded for buses or bus facilities. The price of each bus is approximately \$330,000 each. The request is for \$990,000 to be placed on the TIP as local match. (\$990,000 Local Match – KU Parking & Transit improvement).

Item 4. Discussion Item: Future TIP Amendment for Transit Capital

Galante discussed future TIP Amendments for capital improvement for public transit services. Process will include: Bus replacement request to City Commission for approval, TAC review for recommendation to MPO, MPO action on request, submittal to FTA for grant approval. Noted that it takes approximately 19 months from purchase order to an actual delivery of a bus.

2:15 Van Saun left meeting.

Item 5. Discussion Item: Managing challenges of Para Transit Service demand.

Galante discussed managing the challenges of Para Transit service demand.

- Para Transit service demand is up 16% and more potential riders have been certified.
- 25 Para Transit riders were certified in January.
- Expense to system is approximately \$17.25 per passenger trip for the Para Transit Bus, as opposed to \$5.30 per passenger trip for the Fixed Route Bus.
- Looking at requiring qualified physician signatures on the certification.
- Providing for both conditional and unconditional certifications. Conditional could be for a specific length of time due to a temporary injury/condition, also could be for cold/hot weather or snow events.
- Fare increase being considered. Fare revenue is 5-6% of current cost, possible consideration of doubling of fare.
- For every Para Transit Trip, 1 out of 3 PT trip is cancelled.
- There is a 2 week window for scheduling a Para Transit Trip

Items 6 & 7 – were previously discussed at this meeting.

Item 8. Other Business

Discussion determined that there will not be a TAC meeting, unless there is a need for such a meeting. If there are only informational items, the information would be conveyed through e-mail.

April meeting will include proposed amendments to the Transit system.

Item 9. Adjourn

The meeting was adjourned at 2:45 P.M.

Next Meeting: Tentatively scheduled for Tuesday April 3, at 1:30 P.M.