

Memorandum

To:	Greater Helena Area MPO TTAC Members
From:	Ty Weingartner, MPO Manager
Subject:	Election of TTAC Officers
Meeting Date:	January 27, 2024
Agenda Item Type:	Administration
Background:	The TTAC Bylaws, Section 6, state that officers shall be elected at the first scheduled meeting of the calendar year, provided there is a quorum of TTAC members present at a properly called meeting. Each officer's term will last for one year or until a successor is elected. Since the meeting on January 27 is the first meeting of the calendar year, the TTAC is required to elect officers for 2025.
Recommendation:	Nominate and elect the Chair and Vice Chair for 2025. The TTAC Bylaws do not explicitly state whether an officer can be reelected. However, the TPCC Bylaws indicate that "the term of office shall be one year, but there shall be no limitation on reelection." The MPO Manager suggests that the TPCC Bylaws set a precedent for the TTAC, allowing officers to be nominated for the same position as long as they accept the nomination.
Unresolved Issues:	N/A
Alternatives:	If the January 27 TTAC meeting does not have a quorum, the election of officers will be held during the February Meeting.
Fiscal Effects:	None
Decision 1/27/2025	David Knoepke has been elected Chair of the TTAC. Jenny Chambers has been elected Vice Chair of the TTAC.

Memorandum

To:	TTAC Members
From:	MPO Manager
Subject:	Request for Qualifications Updates and Scoring Committee.
Meeting Date:	January 27, 2025
Agenda Item Type:	UPWP, LRTP, CSAP
Background	The Request for Qualifications for the Greater Helena Area was officially announced on January 6. Proposals are due by February 10. The MPO Manager requests that the Technical Transportation Advisory Committee (TTAC) appoint representatives to serve on the scoring committee responsible for evaluating the submitted proposals.
Recommendation	It is advisable for the scoring committee to consist of representatives from each partnering entity within the Metropolitan Planning Organization (MPO).
Unresolved Issues:	N/A
Alternatives:	N/A
Fiscal Effects:	N/A
TTAC Decision 1.27.2025	<p>The following members have been selected for the RFQ Scoring Committee:</p> <ol style="list-style-type: none">1. Greg McNally from Lewis and Clark County2. Geoff Streeter from the Montana Department of Transportation3. Dick Sloan, a Public Member with a focus on Non-Motorized Vehicles4. Mark Young from the City of Helena5. Jeremy Fadness from the City of East Helena <p>The MPO Manager will collaborate with the Subcommittee to schedule the scoring of the RFQ proposals and provide the necessary scoring materials. Additionally, the TTAC has requested that the MPO</p>

	Manager schedule the next TPCC and TTAC meetings to prepare for the awarding of the RFQ.
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RFQ is Released to Consultants	January 06, 2025
Deadline for Written Questions	January 20, 2025
MPO Responses to Written Questions	February 03, 2025
Deadline for Proposals	February 10, 2025
Notifications of Short Lists	February 24, 2025
Interviews Scheduled (if required)	March 03, 2025
Consultant Selected	March 24, 2025

Memorandum

To:	TTAC Members
From:	MPO Manager
Subject:	Redesignation of the Greater Helena Area MPO's designated entity.
Meeting Date:	January 27, 2025
Agenda Item Type:	Administration
Background	<p>In May of 2023, The Greater Helena Area was designated to the entity of the City of Helena and Lewis and Clark County Consolidated Planning Board.</p> <p>The 2023 Montana Legislature passed Senate Bill 382, which established the Montana Land Use Planning Act (MLUPA). This state law aims to promote sustainable and responsible land use practices in Montana by balancing economic development with the preservation of natural resources and scenic beauty. Under the Act, local governments are required to create comprehensive land use plans, with planning commissions playing a crucial role in this process. Municipalities must establish a planning commission if they meet certain population thresholds: specifically, if a city has a population of over 5,000 in a county with more than 70,000 residents. Additionally, the Act permits municipalities to consolidate their planning boards into a single board that serves both the city and the county, thereby managing planning functions for both entities.</p> <p>Problem Statement as understood by the MPO Manager.</p> <p>The MPO (Metropolitan Planning Organization) designation must be made by the Governor in agreement with local government units that represent at least 75 percent of the urban area. The current designation to the City of Helena and the Lewis and Clark Consolidated Planning Board may be affected by several factors:</p> <ol style="list-style-type: none">1) The responsibilities and duties mandated by the Montana Land Use Planning Act may not be fully encompassed in the current roles and responsibilities of the Joint City and County Planning Board.2) Lewis and Clark County may be hesitant to comply with the Montana Land Use Planning Act and may choose not to participate in the program.

	<p>3) The City of East Helena is currently not a sitting member of this committee.</p> <p>TTAC Consideration: How should the MPO proceed in determining the appropriate entity for designation?</p> <ol style="list-style-type: none"> 1. Designate the MPO to the Transportation Policy Coordinating Committee. 2. Inquire whether a new Joint Planning Board is being established and designate the MPO to that entity. 3. Inquire if the City and County Joint Board will update its bylaws to comply with the requirements of the Montana Land Use Planning Act and continue the MPO designation for that entity.
Recommendation	<ol style="list-style-type: none"> 1. Designate the MPO to the Transportation Policy Coordinating Committee.
Unresolved Issues:	N/A
Alternatives:	<ol style="list-style-type: none"> 2. Inquire whether a new Joint Planning Board is being established and designate the MPO to that entity. 3. Inquire if the City and County Joint Board will update its bylaws to comply with the requirements of the Montana Land Use Planning Act and continue the MPO designation for that entity.
Fiscal Effects:	None
TTAC Decision 1.27.2025	<p>Decision Summary: MPO will revisit this topic one year from now (January 2026).</p> <p>The Transportation Technical Advisory Committee (TTAC) met to discuss changing the designated entity for the Greater Helena Area Metropolitan Planning Organization (MPO). The committee understood that if the MPO decides to redesignate, it may need to change several signed agreements. The TTAC also talked about Senate Bill 382, which may change during the Montana Legislative Session in 2025. To wait and see how these changes affect the MPO, the committee agreed to postpone any decisions until January 2026. In the meantime, the MPO Manager will work with the Montana Department of Transportation (MDT) to figure out which agreements may need changes if the MPO redesignates to another entity.</p>

Memorandum

To:	TTAC Members
From:	MPO Manager
Subject:	Unified Work Planning Program Amendment
Meeting Date:	January 27, 2025
Agenda Item Type:	UPWP
Background	<p>The Metropolitan Planning Organization (MPO) may find it necessary to amend the Unified Work Program Document to ensure the efficient use of available PL Funds. If it becomes clear that these funds will not be utilized in the current Federal Fiscal Year, an amendment allows the MPO to move those funds into reserve. This strategic move provides flexibility, enabling the MPO to access these funds within the current fiscal year if unexpected needs arise. However, there is a risk involved; if the MPO fails to fully utilize the allocated PL funds in the current year, the unspent amounts cannot be accessed until the fiscal year after the next, potentially hindering future planning and project implementation. Thus, amending the document serves as a proactive measure to safeguard funding and maintain project momentum.</p> <p>The current status of the Unified Planning Work Program (UPWP) indicates that the Metropolitan Planning Organization (MPO) has allocated Planning (PL) Funds for hiring a consultant to develop three essential plans. Specifically, \$350,000 has been designated for the Long-Range Transportation Plan, \$20,000 for the Public Participation Plan, and \$50,000 for the Comprehensive Safety Action Plan. It is anticipated that the MPO will hire a consultant in April, which will provide a timeline of seven months for the MPO to be billed for the allocated amounts.</p>
Recommendation	Amend the UPWP <ul style="list-style-type: none">• Keep \$150,000 in LRTP• Keep \$30,000 in CSAP
Unresolved Issues:	N/A
Alternatives:	Consider amending the Unified Planning Work Program (UPWP) at a later stage in the Federal Fiscal Year. However, it is important to note

	that there is a potential risk involved; specifically, the amendment may not receive approval within the necessary time constraints.
Fiscal Effects:	TBD
TTAC Decision 1.27.2025	<p>Decision Summary: The TTAC will review this topic in April 2025 after receiving a signed contract for the RFQ and additional budget information.</p> <p>Following a thorough discussion regarding the potential amendment of the Unified Planning Work Program (UPWP), the Transportation Technical Advisory Committee (TTAC) expressed apprehension about taking any immediate action. The committee emphasized the importance of having a formal agreement in place with a consultant for the Request for Qualifications (RFQ) before proceeding. Additionally, the TTAC highlighted the necessity of developing a comprehensive budget Gantt chart to facilitate further review and ensure proper planning.</p> <p>As a result of this conversation, the TTAC agreed to reconvene in April to further evaluate the UPWP. In the interim, Chris Couey will collaborate with the Montana Department of Transportation (MDT) to work on the budget Gantt chart. This approach will allow for a more informed decision-making process moving forward.</p>