



VIRTUAL

MEETING

# Memorandum of Understanding (MOU) Update Committee

January 16, 2024



VIRTUAL

MEETING

# Notice of Nondiscrimination

You are invited to participate in our transportation planning process, regardless of your race, color, national origin (including limited English proficiency), religion, creed, gender, ancestry, ethnicity, disability, age, sex, sexual orientation, gender identity or expression, veteran's status, or background.

## **简体中文 (Simplified Chinese)**

如果需要使用其它语言了解信息，请联系波士顿大都会规划组织 (Boston Region MPO) 《民权法案》第六章专员，电话 857.702.3700。

## **繁體中文 (Traditional Chinese)**

如果需要使用其他語言瞭解資訊，請聯繫波士頓大都會規劃組織 (Boston Region MPO) 《民權法案》第六章專員，電話 857.702.3700。

## **Kreyòl Ayisyen (Haitian Creole)**

Si yon moun vle genyen enfòmasyon sa yo nan yon lòt lang, tanpri kontakte Espesyalis Boston Region MPO Title VI la nan nimewo 857.702.3700.

## **Español (Spanish)**

Si necesita esta información en otro idioma, por favor contacte la Boston Region MPO al 857.702.3700.

## **Português (Portuguese)**

Caso estas informações sejam necessárias em outro idioma, por favor, contate o MPO da Região de Boston pelo telefone 857.702.3700.

## **Tiếng Việt (Vietnamese)**

Nếu quý vị cần thông tin này bằng một ngôn ngữ khác, vui lòng liên lạc Boston Region MPO theo số 857.702.3700.

Read the full notice of your rights and protections at [www.bostonmpo.org/mpo\\_non\\_discrimination](http://www.bostonmpo.org/mpo_non_discrimination).



VIRTUAL

MEETING

## Guidelines

1. All participants will join the meeting with muted microphones.
2. Please rename yourself to include your first name, last name and affiliation.
3. After roll call, Board members may mute and unmute themselves. Always remain muted unless actively speaking.
4. To participate in the discussion, please select the “raise hand” function. Find this by clicking either on the “Participants” button at the bottom of the screen, and a window will pop up with a “Raise Hand” button at the bottom, or the “Reactions” button in the toolbar. The Chair will then call on participants.
5. If you are on the phone, you can use \*9 to raise your hand.
6. If you have any technical difficulties, please contact Erin Maguire via the chat box, [emaguire@ctps.org](mailto:emaguire@ctps.org) or 857.702.3681.



VIRTUAL

MEETING

## Accessibility Statement

This meeting is accessible to people with disabilities. Zoom products are compliant, with exceptions, with the following standards: Web Content Accessibility Guidelines 2.1 Level AA Standards and Revised Section 508 Standards.

If you require any additional accommodations in order to participate fully in this meeting, please contact Erin Maguire, MPO staff, at [emaguire@ctps.org](mailto:emaguire@ctps.org) or 857.702.3681.

January 16, 2024

## AGENDA

1. **Introductions**
2. Public Comments
3. Action Item: August 24, 2023, Ad Hoc MOU Committee Meeting Minutes
4. Federal Regulations
5. Review of Peer MPO MOUs
6. MOU Update Topics and Work Plan
7. Discussion Topics
8. Members' Items
9. Next Meetings

# Introductions



*Technical difficulties?  
Call Erin Maguire at 857.702.3681 or  
email [emaguire@ctps.org](mailto:emaguire@ctps.org).*

January 16, 2024

## AGENDA

1. Introductions
2. Public Comments
3. Action Item: August 24, 2023, Ad Hoc MOU Committee Meeting Minutes
4. Federal Regulations
5. Review of Peer MPO MOUs
6. MOU Update Topics and Work Plan
7. Discussion Topics
8. Members' Items
9. Next Meetings

# Today's Agenda

- Ad Hoc Committee minutes—August 2023
- Federal regulations regarding MOUs
- Peer MPO MOUs analysis
- MOU update topics and work plan
- Discussion: Engagement strategy for MOU update
- Members' items
- Next meeting



*Technical difficulties?  
Call Erin Maguire at 857.702.3681 or  
email [emaguire@ctps.org](mailto:emaguire@ctps.org).*

January 16, 2024

## AGENDA

1. Introductions
- 2. Public Comments**
3. Action Item: August 24, 2023,  
Ad Hoc MOU Committee  
Meeting Minutes
4. Federal Regulations
5. Review of Peer MPO MOUs
6. MOU Update Topics and Work Plan
7. Discussion Topics
8. Members' Items
9. Next Meetings

# Public Comments



*Technical difficulties?*  
Call Erin Maguire at 857.702.3681 or  
email [emaguire@ctps.org](mailto:emaguire@ctps.org).

January 16, 2024

**AGENDA**

1. Introductions
2. Public Comments
- 3. Action Item: August 24, 2023,  
Ad Hoc MOU Committee  
Meeting Minutes**
4. Federal Regulations
5. Review of Peer MPO MOUs
6. MOU Update Topics and Work Plan
7. Discussion Topics
8. Members' Items
9. Next Meetings

# Action Item: August 24, 2023, Ad Hoc MOU Committee Meeting Minutes

Vote to approve the meeting minutes



*Technical difficulties?  
Call Erin Maguire at 857.702.3681 or  
email [emaguire@ctps.org](mailto:emaguire@ctps.org).*



January 16, 2024

## AGENDA

1. Introductions
2. Public Comments
3. Action Item: August 24, 2023, Ad Hoc MOU Committee Meeting Minutes
- 4. Federal Regulations**
5. Review of Peer MPO MOUs
6. MOU Update Topics and Work Plan
7. Discussion Topics
8. Members' Items
9. Next Meetings

# Federal Regulations

**Erin Maguire, MPO Staff**

Review of federal regulations related to the metropolitan transportation planning process found in the Code of Federal Regulations



*Technical difficulties?  
Call Erin Maguire at 857.702.3681 or  
email [emaguire@ctps.org](mailto:emaguire@ctps.org).*

January 16, 2024

## AGENDA

1. Introductions
2. Public Comments
3. Action Item: August 24, 2023, Ad Hoc MOU Committee Meeting Minutes
- 4. Federal Regulations**
5. Review of Peer MPO MOUs
6. MOU Update Topics and Work Plan
7. Discussion Topics
8. Members' Items
9. Next Meetings

# Federal Regulations

- 23 CFR 450.310 and 314
- Key takeaways
  - MPO board shall consist of:
    - local elected officials,
    - state officials, and
    - officials from public agencies or operators of major modes of transportation (public transportation providers)
  - Written agreement between the MPO, the state, and providers of public transportation to cooperatively carry out the metropolitan transportation planning process, which includes information on the development of:
    - the LRTP
    - the TIP
    - the annual list of obligated projects



*Technical difficulties?*  
Call Erin Maguire at 857.702.3681 or  
email [emaguire@ctps.org](mailto:emaguire@ctps.org).

January 16, 2024

## AGENDA

1. Introductions
2. Public Comments
3. Action Item: August 24, 2023, Ad Hoc MOU Committee Meeting Minutes
4. Federal Regulations
- 5. Review of Peer MPO MOUs**
6. MOU Update Topics and Work Plan
7. Discussion Topics
8. Members' Items
9. Next Meetings

# Review of Peer MPO MOUs

## Abigail Cutrumbes, MPO Staff

Presentation and discussion of the contents of peer MPOs' MOUs, including governance structures, regional transportation authorities (RTAs), advisory councils, agency collaboration, and board member education



*Technical difficulties?*  
Call Erin Maguire at 857.702.3681 or  
email [emaguire@ctps.org](mailto:emaguire@ctps.org).



# Review of Peer MPO MOUs

January 16, 2024

Abigail Cutrumbes

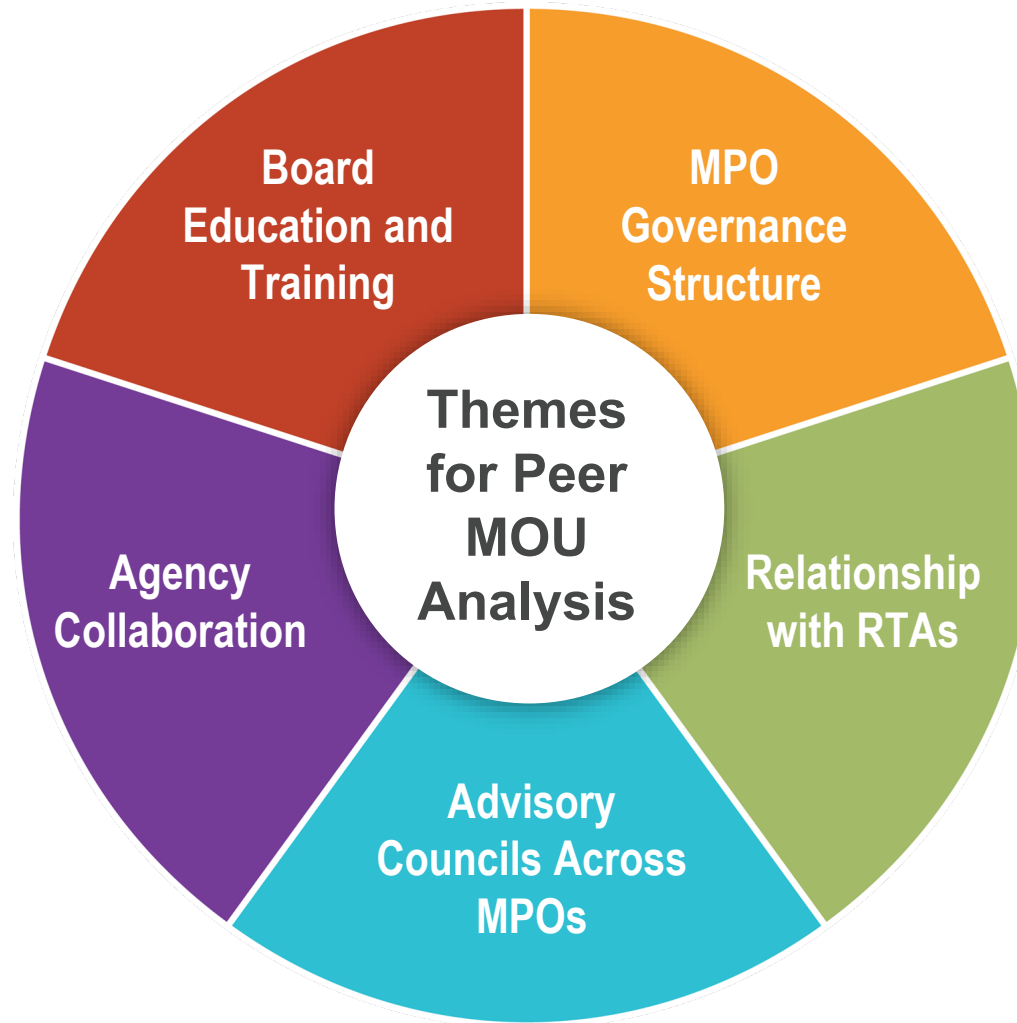
Boston Region Metropolitan Planning Organization

January 16, 2024

## AGENDA

1. Introductions
2. Public Comments
3. Action Item: August 24, 2023, Ad Hoc MOU Committee Meeting Minutes
4. Federal Regulations
- 5. Review of Peer MPO MOUs**
6. MOU Update Topics and Work Plan
7. Discussion Topics
8. Members' Items
9. Next Meetings

# Themes for Peer MOU Analysis



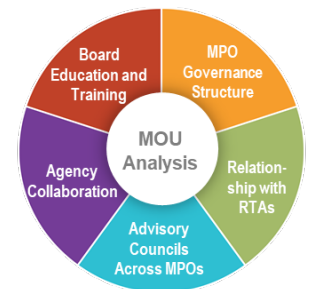
January 16, 2024

## AGENDA

1. Introductions
2. Public Comments
3. Action Item: August 24, 2023, Ad Hoc MOU Committee Meeting Minutes
4. Federal Regulations
- 5. Review of Peer MPO MOUs**
6. MOU Update Topics and Work Plan
7. Discussion Topics
8. Members' Items
9. Next Meetings

# Approach, Limitation, and Constraints

- In 2020, the Boston Region MPO commissioned a report to see how the Boston Region MPO compared to peer agencies. Ten agencies were selected based on size and structure, among other criteria.
  - Seattle, San Francisco, Miami-Dade, Houston-Galveston, New York City, Atlanta, Washington, D.C., and Denver were compared this round.
- This research is not intended to be a comprehensive comparison, but rather an introductory investigation.



*Technical difficulties?*  
Call Erin Maguire at 857.702.3681 or  
email [emaguire@ctps.org](mailto:emaguire@ctps.org).

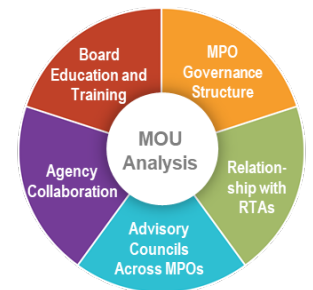
January 16, 2024

## AGENDA

1. Introductions
2. Public Comments
3. Action Item: August 24, 2023, Ad Hoc MOU Committee Meeting Minutes
4. Federal Regulations
- 5. Review of Peer MPO MOUs**
6. MOU Update Topics and Work Plan
7. Discussion Topics
8. Members' Items
9. Next Meetings

# High-Level Summary of Findings

- MOU structure is highly variable. Variation is the rule, not the exception.
- There are a few notable findings.
  - Many MPOs have elected chairs; however, Massachusetts MPOs and NYC's MPO have the state DOT as a standing officer.
  - Many MPOs do not have high levels of RTA engagement or formalized relationships with RTAs in their MOU.



*Technical difficulties?*  
Call Erin Maguire at 857.702.3681 or  
email [emaguire@ctps.org](mailto:emaguire@ctps.org).

January 16, 2024

## AGENDA

1. Introductions
2. Public Comments
3. Action Item: August 24, 2023, Ad Hoc MOU Committee Meeting Minutes
4. Federal Regulations
- 5. Review of Peer MPO MOUs**
6. MOU Update Topics and Work Plan
7. Discussion Topics
8. Members' Items
9. Next Meetings

# MPO Governance Structure and Agency Collaboration

- How does MPO organizational structure vary?
  - Many MPOs have elected chairs.
  - MPO board size is highly variable; boards can be as small as nine voting members (NYC) or as large as 37 voting members (Washington, D.C.).
- In available MOU documents, there are mainly oblique references to agency collaboration.



*Technical difficulties?*  
Call Erin Maguire at 857.702.3681 or  
email [emaguire@ctps.org](mailto:emaguire@ctps.org).



January 16, 2024

## AGENDA

1. Introductions
2. Public Comments
3. Action Item: August 24, 2023, Ad Hoc MOU Committee Meeting Minutes
4. Federal Regulations
- 5. Review of Peer MPO MOUs**
6. MOU Update Topics and Work Plan
7. Discussion Topics
8. Members' Items
9. Next Meetings

# Relationship with RTAs

- Many peer MPOs have the largest RTA (the analog to the MBTA) as a voting member on the board (for example, Washington, D.C. has WMATA).
  - Beyond that, we are not seeing RTA involvement in decision-making at the level that we are hoping to achieve.
- Several MPOs (NYC, Seattle, and Miami-Dade) designate standing subregion committees.
  - While there are no designated RTA representatives on these, it is possible these committees enable closer collaboration with RTAs.



*Technical difficulties?*  
Call Erin Maguire at 857.702.3681 or  
email [emaguire@ctps.org](mailto:emaguire@ctps.org).

January 16, 2024

## AGENDA

1. Introductions
2. Public Comments
3. Action Item: August 24, 2023, Ad Hoc MOU Committee Meeting Minutes
4. Federal Regulations
- 5. Review of Peer MPO MOUs**
6. MOU Update Topics and Work Plan
7. Discussion Topics
8. Members' Items
9. Next Meetings

# Advisory Councils Across MPOs

- Many MOUs dictate the existence of an advisory council in some form.
  - For some MPOs, the advisory council is a standing advisory committee. For others, they are broken down into issue-based advisory committees.
- The structure of these advisory bodies are varied.



*Technical difficulties?*  
Call Erin Maguire at 857.702.3681 or  
email [emaguire@ctps.org](mailto:emaguire@ctps.org).

January 16, 2024

## AGENDA

1. Introductions
2. Public Comments
3. Action Item: August 24, 2023, Ad Hoc MOU Committee Meeting Minutes
4. Federal Regulations
- 5. Review of Peer MPO MOUs**
6. MOU Update Topics and Work Plan
7. Discussion Topics
8. Members' Items
9. Next Meetings

# Board Education and Training

- So far, no formalized agreements regarding board member education have been found.
  - However, we do know that some MPOs invest significant resources in board member education, such as paying to attend conferences or MPO peer exchanges.



*Technical difficulties?*  
Call Erin Maguire at 857.702.3681 or  
email [emaguire@ctps.org](mailto:emaguire@ctps.org).

January 16, 2024

## AGENDA

1. Introductions
2. Public Comments
3. Action Item: August 24, 2023, Ad Hoc MOU Committee Meeting Minutes
4. Federal Regulations
5. Review of Peer MPO MOUs
- 6. MOU Update Topics and Work Plan**
7. Discussion Topics
8. Members' Items
9. Next Meetings

# MOU Update Topics and Work Plan

**Dave Hong, MPO Staff**

Presentation and discussion of a proposed work plan for the MOU Update Committee's work



*Technical difficulties?  
Call Erin Maguire at 857.702.3681 or  
email [emaguire@ctps.org](mailto:emaguire@ctps.org).*



# MOU Update Topics and Work Plan

January 16, 2024

David Hong

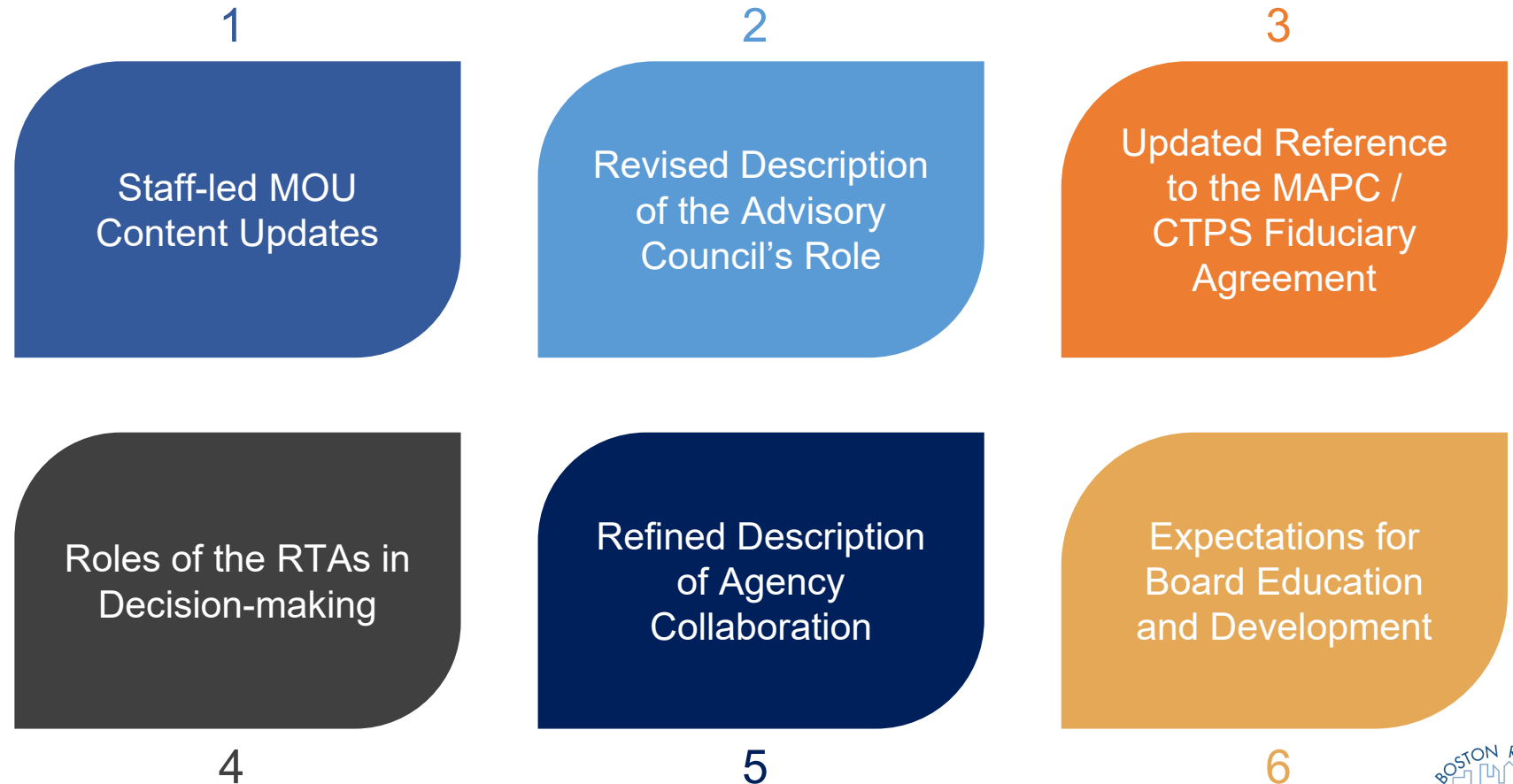
Boston Region Metropolitan Planning Organization

January 16, 2024

## AGENDA

1. Introductions
2. Public Comments
3. Action Item: August 24, 2023, Ad Hoc MOU Committee Meeting Minutes
4. Federal Regulations
5. Review of Peer MPO MOUs
- 6. MOU Update Topics and Work Plan**
7. Discussion Topics
8. Members' Items
9. Next Meetings

# Current MOU Update Topics



Technical difficulties?  
Call Erin Maguire at 857.702.3681 or  
email [emaguire@ctps.org](mailto:emaguire@ctps.org).

Source: Recommendation on the process to update the Boston Region MPO Memorandum of Understanding dated November 30, 2023.



# DRAFT 2024 MOU Work Plan—First Months

January 16

MOU Topics

Work Plan

Engagement Plan

January 18

Committee Chair  
Reports: MOU work  
planning is underway.

Staff will reach out to  
meet with the RTAs.

February 1

Committee Chair  
Reports:  
MOU documents  
updates made by staff  
can be shared for  
review on February 15.

February 7

Discuss staff-led MOU  
document updates and  
share any feedback.

Receive meeting  
summary on RTAs by  
staff.

February 15

Committee Chair  
Reports: Propose  
committee's approach  
to engage with the  
RTAs.

February 21

Review updated MOU  
document based on  
committee feedback.

Solicit input on topics  
for board education.



January 16, 2024

## AGENDA

1. Introductions
2. Public Comments
3. Action Item: August 24, 2023, Ad Hoc MOU Committee Meeting Minutes
4. Federal Regulations
5. Review of Peer MPO MOUs
6. MOU Update Topics and Work Plan
- 7. Discussion Topics**
8. Members' Items
9. Next Meetings

# Discussion Topics

## Dave Hong, MPO Staff

Discussion on various topics, including the proposed engagement strategy for MOU updates



*Technical difficulties?  
Call Erin Maguire at 857.702.3681 or  
email [emaguire@ctps.org](mailto:emaguire@ctps.org).*

January 16, 2024

## AGENDA

1. Introductions
2. Public Comments
3. Action Item: August 24, 2023, Ad Hoc MOU Committee Meeting Minutes
4. Federal Regulations
5. Review of Peer MPO MOUs
6. MOU Update Topics and Work Plan
- 7. Discussion Topics**
8. Members' Items
9. Next Meetings

# Discussion Item— Municipal Engagement

- Staff proposal:
  - To inform municipalities by email that the Boston Region MPO is undergoing an update of its Memorandum of Understanding in 2024
  - To inform them that there will be a public comment period in the month of November and that interested parties can reach out to MPO staff, attend board or committee meetings, and find meeting materials and minutes posted on the MPO website
- Discussion



Technical difficulties?  
Call Erin Maguire at 857.702.3681 or  
email [emaguire@ctps.org](mailto:emaguire@ctps.org).

January 16, 2024

## AGENDA

1. Introductions
2. Public Comments
3. Action Item: August 24, 2023, Ad Hoc MOU Committee Meeting Minutes
4. Federal Regulations
5. Review of Peer MPO MOUs
6. MOU Update Topics and Work Plan
7. Discussion Topics
- 8. Members' Items**
9. Next Meetings

# Members' Items

Reports and notices by MPO members, including regional concerns and local community issues



*Technical difficulties?  
Call Erin Maguire at 857.702.3681 or  
email [emaguire@ctps.org](mailto:emaguire@ctps.org).*

January 16, 2024

## AGENDA

1. Introductions
2. Public Comments
3. Action Item: August 24, 2023, Ad Hoc MOU Committee Meeting Minutes
4. Federal Regulations
5. Review of Peer MPO MOUs
6. MOU Update Topics and Work Plan
7. Discussion Topics
8. Members' Items
9. Next Meetings

# Next Meetings

- Wednesday, February 7, 2024  
– 1:30–3:00 PM
- Wednesday, February 21, 2024  
– 1:30–3:00 PM



Technical difficulties?  
Call Erin Maguire at 857.702.3681 or  
email [emaguire@ctps.org](mailto:emaguire@ctps.org).

January 16, 2024

AGENDA

1. Introductions
2. Public Comments
3. Action Item: August 24, 2023, Ad Hoc MOU Committee Meeting Minutes
4. Federal Regulations
5. Review of Peer MPO MOUs
6. MOU Update Topics and Work Plan
7. Discussion Topics
8. Members' Items
9. Next Meetings

# Committee and Board Calendar 2024

**JANUARY**

SUN	MON	TUES	WED	THURS	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**FEBRUARY**

SUN	MON	TUES	WED	THURS	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

**MARCH**

SUN	MON	TUES	WED	THURS	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**APRIL**

SUN	MON	TUES	WED	THURS	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**MAY**

SUN	MON	TUES	WED	THURS	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**JUNE**

SUN	MON	TUES	WED	THURS	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**JULY**

SUN	MON	TUES	WED	THURS	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**AUGUST**

SUN	MON	TUES	WED	THURS	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**SEPTEMBER**

SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**OCTOBER**

SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**NOVEMBER**

SUN	MON	TUES	WED	THURS	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

■ MOU Committee Meeting  
■ MPO Board Meeting

Technical difficulties?  
 Call Erin Maguire at 857.702.3681 or email [emaguire@ctps.org](mailto:emaguire@ctps.org).