

# NC Capital Area Metropolitan Planning Organization Meeting Minutes - Draft Executive Board

One City Plaza  
421 Fayetteville Street  
Suite 203  
Raleigh, NC 27601

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Wednesday, January 19, 2022

4:00 PM

Conference Room

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## **1. Welcome and Introductions**

*Chairman Hutchinson opened the meetings. Mr. Deans Eatman introduced himself as the new primary member from Wendell. Mr. Shaun McGrath stated he would be the primary member from Holly Springs.*

**Present:** 17 - William Allen III, Scott Brame, TJ Cawley, Jessica Day, Vice Chair Vivian Jones, RS "Butch" Lawter, Ken Marshburn, Blake Massegill, Sig Hutchinson, Bob Smith, Lewis Weatherspoon, Harold Weinbrecht, Glenn York, Porter Casey, Montell Irvin, Shaun McGrath, and Deans Eatman

**Absent:** 8 - Grady Hunt, Valerie Jordan, Russ May, Matt Mulhollem, Neena Nowell, Michael Schriver, John Sullivan, and Art Wright

## **2. Adjustments to the Agenda**

*There were not adjustments.*

## **3. Ethics Statement:**

*Vice Chair Jones read the ethics statement. No members identified conflicts for today's meeting.*

## **4. Public Comments**

*No one signed up to speak during public comments via the CAMPO website or voicemail. Mr. Joe Milazzo, Regional Transportation Alliance, asked to speak during the meeting. He reminded members about RTA's upcoming regional leadership tour to South Florida, and stated that there are a few registration spots still open and invited Executive Board members to join the trip. Members can email [joe@letsgetmoving.org](mailto:joe@letsgetmoving.org) for more details.*

## **5. Consent Agenda**

**A motion was made by Board Member Allen, III, seconded by Vice Chair Jones, that the Consent Agenda was approved. The motion carried unanimously.**

### **5.1 Minutes from December 8, 2021 Meeting**

**Attachments:** [MeetingMinutes Dec 8 2021](#)

**This Minutes was approved.**

- 5.2** Contract - Southeast Area Study Update  
Brandon Watson, CAMPO Staff

**Attachments:** [Staff Report](#)  
[Southeast Area Study Update Contract and Scope](#)

**This Special Studies Item was approved.**

- 5.3** Memorandum of Understanding (MOU) for Joint Procurement of On-Call  
Transit Planning/Engineering Services  
Bret Martin, CAMPO Staff

**Attachments:** [Staff Report](#)  
[Attachment 1 - MOU for Joint Procurement of Firms for Wake Transit  
Plan Implementation](#)  
[Attachment 2 - Executed ILA for Procurement of Firm to Assist with  
Wake Transit Implementation](#)

**This Miscellaneous Item was approved.**

- 5.4** FY 2021 Wake Transit Annual Progress and Financial Reports  
Bret Martin, CAMPO Staff and Michelle Peele, GoTriangle Staff

**Attachments:** [Staff Report](#)  
[Attachment 1 - FY 21 Wake Transit Annual Progress Report](#)  
[Attachment 2 - ACFR 2021 With Auditor Communication For Board](#)

**This Informational Report was received as information.**

- 5.5** Locally Administered Projects Program (LAPP) Prior Year Project Move  
Forward Request  
Gretchen Vetter, CAMPO Staff

**Attachments:** [Staff Report](#)  
[ACTION ITEM CAMPO Prior Year Project Move Forward  
Request Knightdale Wendell February2022 Cycle](#)

**This LAPP item was approved.**

- 5.6** Amendment #7 to FY2020-2029 Transportation Improvement Program  
Gretchen Vetter, CAMPO Staff

**Attachments:** [CAMPO TIP Amendment #7](#)  
[Staff Report](#)

**This TIP item was received as information.**

**5.7** Safety Performance Measures and Targets 2022  
Alex Rickard / MPO Staff

Attachments: [Staff Report](#)  
[CAMPO\\_PM1\\_2022](#)

This Informational Report was received as information.

**End of Consent Agenda**

**6. Public Hearing**

**6.1** 2050 Metropolitan Transportation Plan  
Chris Lukasina, MPO Executive Director

Attachments: [Staff Report](#)  
[Triangle 2050 MTP AQ Report](#)  
[2050 MTP Ex. Summary](#)  
[2050 MTP Schedule](#)

*Chris Lukasina, MPO Director, reviewed this item. He noted that both the MTP report and the air quality conformity determination report were posted to the MPO's website. Mr. Lukasina reminded everyone that final adoption of the MTP item includes items such as final network updates based on approved projects, final socio-economic data, travel demand forecast model networks and model runs, air quality and environmental justice network analysis, performance measure analysis and report, air quality conformity determination, and document preparation. A full draft document is anticipated for release on January 5, 2022 for a 42-day comment period. The 2050 MTP webpage has continued to have the most current updates incorporated into the draft document.*

*<https://www.campo-nc.us/transportation-plan/2050-metropolitan-transportation-plan-mtp>. Final approval will include the SE Data, the previously approved 2050 MTP/CTP projects and financial plan, Goals, Objectives, Performance Measures & Targets, the air quality conformity determination, the full report, and the Triangle Regional Model (previously approved for planning purposes and MTP development).*

*Mr. Lukasina noted that a public hearing on this item is scheduled for this meeting and that he was happy to answer any questions. There being no questions, Chair Hutchinson opened the public hearing. There being no comments, Chair Hutchinson closed the public hearing.*

The Executive Board conducted a public hearing on this item.

**End of Public Hearings**

**7. Regular Agenda**

7.1 Election of Chair & Vice Chair for 2022  
Chris Lukasina, MPO Executive Director

Attachments: [Staff Report](#)

*CAMPO Executive Director Chris Lukasina reported on this item. Mr. Lukasina announced that according to the Executive Board Bylaws, the positions of Chair and Vice Chair are to be elected during the first meeting of each calendar year. Mr. Lukasina also noted that no one can serve in either position for more than three consecutive terms. He then informed the Executive Board that the current Chair, Sig Hutchinson has served for two terms and the current Vice Chair, Vivian Jones has served for two terms. He explained that either a nomination could be made for both positions, or could be nominated separately. Mr. Lukasina then opened the floor for nominations. A nomination for both Executive Board Chair Hutchinson and Vice Chair Jones to continue serving in their current posts was made by Member Will Allen and seconded by Member Lew Weatherspoon. There being no other nominations, Mr. Lukasina stated that this would be added to the slate vote and without objection, Commissioner Hutchinson would continue to lead the meeting until the slate vote. Both the Chair and Vice Chair thanked everyone for their reappointments and said it was an honor to serve.*

**A motion was made by Board Member William Allen, III, seconded by Board Member Lewis Weatherspoon, A nomination for both Executive Board Chair Hutchinson and Vice Chair Jones to continue serving in their current posts was made by Member Will Allen and seconded by Member Lew Weatherspoon. The motion carried by a unanimous vote.**

**7.2** Unified Planning Work Program and MPO Self-Certification - FY 2023 -  
Draft  
Shelby Powell, MPO Staff

**Attachments:** [Staff Report](#)  
[FY 2023 UPWP - Draft v3](#)

*Shelby Powell, MPO Staff, reported on this item. Ms. Powell noted that the Unified Planning Work Program is the MPO's work plan and budget for the year. This UPWP is for Fiscal Year 2023. It includes several ongoing studies that will continue into next year, including the Southeast Area Study, the Mobility Management Implementation Study and the Bus Rapid Transit Extension Major Investment Study. New studies proposed for FY 23 include an update to the MTP Bicycle/Pedestrian element, a review and update to the Payback Period metric, Raleigh-Fayetteville Passenger Rail Phase II Study, and a Connected Regions Study led by TJCOG. The Work Plan also includes the general ongoing activities of the MPO, including the administration of the LAPP program, Wake Transit, the regional Travel Demand Model, public engagement, transit coordination, the MTP and TIP maintenance, and the Mobility Coordination Committee.*

*Ms. Powell reviewed the budget for FY 23, noting that the estimated member shares would be \$0.57 per capita. Estimated overhead for the lead planning agency is \$209,671, which is within the board policy for cost escalation.*

*The UPWP will be available for public review and comment from January 2 through February 15, with a public hearing scheduled for February 16, 2022.*

*There were no questions or comments from members.*

**This UPWP Item was received as information.**

7.3 FFY2023 Locally Administered Projects Program (LAPP) Investment Program  
Gretchen Vetter, CAMPO Staff

**Attachments:** [Staff Report](#)

[LAPP FFY2023 Recommended Investment Program](#)

[LAPP Selection Panel Discussion Review](#)

[LAPP FFY2023 Recommended Projects Map](#)

Gretchen Vetter, MPO Staff, reported on this item. Ms. Vetter referred attendees to the attachments for this item for a detailed discussion on the LAPP investment recommendations and scoring committee recommendations. Ms. Vetter reviewed the target FFY 23 LAPP modal mix of 27% bicycle/pedestrian; 8% transit; and 65% roadway. The recommended investment mix for FFY 23 is 28% bicycle/pedestrian; 6% transit; and 64% roadway. This is outside of \$2.5 Million that the Town of Apex would be returning on their top-scoring roadway project that will be reprogrammed onto that project as part of this year's recommendation. Ms. Vetter reviewed the projects proposed for funding, and noted that the Town of Apex had a single project (Safe Routes to Schools and Transit Connections) that was the top-scoring project in both Bicycle Pedestrian and Transit modes. It was recommended to be funded in the Transit investment. She noted the great geographic distribution of project awards this year, and noted that the very first LAPP award going to Franklinton and Franklin County would fund a greenway in that area. She further reviewed the policy recommendations from the scoring committee, noting especially the inclusion of Complete Streets as a more intentional part of LAPP projects and how to incorporate recognition of local land development policies that help make smart transportation investments. The proposed LAPP investment list will be out for public review and comment from January 14 through February 15 with a public hearing to be held on February 16. The LAPP project manager training will be held in March, with a date to be announced shortly.

Member Will Allen asked about the consideration of equity in the scoring. Ms. Vetter responded that both staff and the LAPP committee were interested in including that, and much work has been done to review options and conduct research on how to include that. The LAPP committee would be discussing the issue this spring and make recommendations for the FFY 24 LAPP cycle.

Member Shaun McGrath asked how the regionalism of projects is considered in the score. He was concerned that the Holly Springs project on NC 55 was not recommended for funding, given its importance to the regional travel. Ms. Vetter reviewed the scoring criteria, and noted that 50% of project score is based on merit of the project and the other 50% is based on other criteria such as geographic equity and local priority. She noted that, because Holly Springs has received so much LAPP funding in recent years, the geographic equity score was lower for the town this year. She also noted that several scoring categories are scaled among the competing projects, so some projects could do better or worse in any given year depending on the other projects submitted.

**This Informational Report was received as information.**

## 7.4

CAMPO Office Space  
Chris Lukasina, MPO Staff

**Attachments:** [Staff Report](#)  
[CAMPO Office Option Summary](#)

*Mr. Lukasina stated that the current lease for space in the One City Plaza building had been extended to June 30th, 2022 and would allow time for any upfit and moving activities to occur. A selection panel consisting of the chairs and vice chairs of the Executive Board and TCC reviewed these options to identify a recommended option that would have appropriate space for meetings, daily work program activities and training workshops. Staff toured these locations and ultimately the four were reviewed and toured by the panel. The Fenton option was chosen as the primary candidate location because it was the location found to meet all of the primary selection criteria, including location with good multimodal accessibility for the region, efficient office space for current staff and anticipated growth, accessible to both the public and Executive Board members, conference/meeting rooms sized to accommodate board meetings with public attendance and proper public seating, cost considerations, and appropriate facilities for other trainings and regional events. The selection panel also identified the Corporate Center office complex as a secondary option. Chair Hutchinson stated that the Fenton location would have excellent multimodal accessibility and would be a great space for CAMPO to grow. He also noted that it was a location that was in tune with the Executive Board's goals and objectives when it came to promoting mixed use, transit oriented development throughout the region. Vice Chair Jones also stated that while it might be a little bit longer of a trip for some members, the Fenton location was a good choice that would avoid any traffic or parking concerns in downtown.*

*Member Will Allen made a motion to authorize the CAMPO Executive Director to execute a lease for the Fenton location or, if not successful, the Corporate Center location pursuant to the terms submitted. Member Harold Weinbrecht seconded the motion.*

**A motion was made by Member Will Allen to authorize the CAMPO Executive Director to execute a lease for the Fenton location or, if not successful, the Corporate Center location pursuant to the terms submitted, seconded by Member Harold Weinbrecht. The motion passed by unanimous vote.**

**7.5** Strategic Retreat Follow Up Items  
Chris Lukasina, CAMPO Staff

**Attachments:** [Staff Report](#)

*Chris Lukasina presented an update on follow up items from the Executive Board retreat held in October 2021. The first item Mr. Lukasina presented on was the development of a Lead Planning Agency (LPA) agreement. The Executive Board had established a 90 day time frame to have a first draft of this agreement. Mr. Lukasina stated that an initial draft was completed by the CAMPO legal team and was delivered to staff earlier this week. He stated it would likely be a few weeks before a version was ready to share and discuss with the City of Raleigh. Mr. Lukasina confirmed with the Executive Board that the plan would be to engage the Chair and Vice Chair in discussions with Raleigh as needed.*

*The second retreat follow up item that Mr. Lukasina presented on was an updated CAMPO Organizational Study. Mr. Lukasina stated that during the retreat the Executive Board stated a desire to coordinate an organizational study with the findings of the Strategic Plan update as well as a desire to have the organization study completed to begin implementation by July 1st or as soon as practicable thereafter. Mr. Lukasina stated that a draft of the Strategic Plan update was anticipated to be complete by the end of the month and that an updated CAMPO organization study is anticipated to need approximately six months to complete once a contract is executed. Given these time frames, staff is recommending moving forward to secure consultant services to complete the organizational study in accordance with the Board's directives. Mr. Lukasina stated that the current fiscal year budget can accommodate a portion of the organizational study, with the remaining taking place in fiscal year 2023. Funding has been included in the FY 23 UPWP for Strategic Plan related follow-on tasks and would include that portion of the organizational study.*

**A motion was made by Member Will Allen to authorize the CAMPO Executive Director to engage consultant services to conduct an update of the CAMPO Organizational Study, seconded by Member TJ Cawley. The motion passed by unanimous vote.**

**8. Informational Item: Budget**

**8.1** Operating Budget - FY 2022  
Lisa Blackburn, MPO Staff

**Attachments:** [Q2 Budget Projection FY 2022](#)

**This Informational Report was received as information.**

**8.2** Member Shares FY 2022  
Lisa Blackburn, MPO Staff

**Attachments:** [Q2 Member Dues Projection FY 2022](#)

**This Informational Report was received as information.**

**9. Informational Item: Project Updates**

**This was approved.**



**9.1** Project Updates

**Attachments:** [ExBoard-2022-01-19-Project-Updates](#)

This Informational Report was received as information.

**9.2** Public Engagement Updates  
Bonnie Parker, MPO Staff

**Attachments:** [Ex. Board Public Engagement Updates 2022\\_01\\_12](#)

This Informational Report was received as information.

**10. Informational Item: Staff Reports**

*MPO Report - Mr. Lukasina noted that the public comment period for US 1 North (U-5307) ended earlier this month and noted that the Town of Wake Forest and the US 1 Council of Planning had submitted comments. He noted that comments were also anticipated from the City of Raleigh. He noted that a presentation would be brought to the Executive Board at the February meeting. He also noted that FHWA and FTA are holding a public comment period on electric vehicle charging infrastructure and that comments could be submitted via the Federal Register. The NCAMPO Conference will be held in person in April in Wilmington; he encouraged attendance by all interested. He reminded members to update the MPO member forms that had been sent out earlier in the month and that all Executive Board members and alternates must comply with NC Ethics Commission requirements. The deadline for filing paperwork is April 15th, 2022. Mr. Lukasina announced that Mr. Bret Martin, the CAMPO Wake Transit Program Manager, has tendered his resignation effective February 3rd. He wished him well in his new position with the Federal Transit Administration and noted that the position would be advertised and filled as soon as practicable. He also announced that the MPO 101 and LAPP Project Manager Training dates would be announced in the next few weeks. Mr. Lukasina informed the Executive Board that NCDOT would be providing a safety targets presentation at the February meeting. He also thanked the Town of Fuquay-Varina for hosting a public meeting on the US 401 Corridor Study and inviting the project team to participate. Mr. Lukasina reported the project team is working through technical analysis to identify additional corridors and plan to report back to the Executive Board at the March meeting.*

*NCDOT Transportation Planning Division - no report*

*NCDOT Division 4 - no report*

*NCDOT Division 5 - Brandon Jones, Division 5 Engineer stated that the weather forecast for the latter part of the week was still calling for five or more inches of snow, sleet, and ice. He reminded everyone to be prepared and to stay off the roads to help give NCDOT the time they need to clear the roads.*

*NCDOT Division 6 - no report*

*NCDOT Rail Division - no report*

*NCDOT Integrated Mobility Division - absent*

*NC Turnpike Authority - no report*

*TCC Chair - Chris Lukasina noted that Mr. Ben Howell was elected chair of the TCC at their January meeting.*

*Executive Board Members - Member Blake Massengill informed the Executive Board that the Town of Fuquay-Varina hosted a public meeting on the US 401 Corridor Study and thank CAMPO staff for participating.*

**This matter was received as information**

**11. Adjournment**

## Upcoming Meetings/Events