

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

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

---

Wednesday, February 20, 2019

4:00 PM

Conference Room

---

## **1. Welcome and Introductions**

*Chair Weinbrecht opened the meeting and welcomed everyone. There were no new members introductions.*

- Present:** 13 - Chair Harold Weinbrecht, John Byrne, Nancy McFarlane, Vice Chair Sig Hutchinson, William Allen III, Art Wright, Dick Sears, Vivian Jones, Lance Olive, TJ Cawley, Neena Nowell, Howard Penny, and Ken Marshburn
- Absent:** 16 - Terry Hutchens, Gus Tulloss, Virginia Gray, Terry Hedlund, Don Bumgarner, James Roberson, Lewis Weatherspoon, Frank Eagles, RS "Butch" Lawter, Michael Schriver, Valerie Jordan, Matt Mulhollem, Edgar Smoak, Grady Hunt, Michael Grannis, and Marsha Strawbridge

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

*There was one adjustment to the agenda. The FY2018-2027 Transportation Improvement Program Amendment #6 (Item 6.1) was moved from the Consent Agenda to the Regular Agenda. It became discussed as Item 8.5 on the regular agenda.*

**A motion was made by Board Member Allen, III, seconded by Board Member Sears, that the adjustment to the agenda be approved. The motion carried unanimously.**

## **3. Ethics Statement:**

*Vice Chair Hutchinson read the Ethics statement and reminded everyone to complete the annual Statement of Economic Interest, due by April 15, 2019. Member Vivian Jones clarified that it appears a complete new form must be submitted this year. No members of the Executive Board identified issues with conflicts during this meeting.*

#### **4. Public Comments**

*Chair Weinbrecht opened the meeting for public comments. One member of the public, Mr. Bradford Wheeler spoke on the topic of potential threats to pedestrian safety. Mr. Wheeler stated that, although he lives in Durham, he works in downtown Raleigh, where he has noted that traffic heading north on McDowell Street in downtown Raleigh has endangered pedestrians. Mr. Wheeler stated that while there are marked crosswalks in this area, drivers frequently either disregard or fail to acknowledge them. Mr. Wheeler then cited three examples, including one pedestrian hit that day on McDowell and Jones St, four years ago a car cut between himself and his pregnant wife on McDowell St, and that last month he came upon his colleague who had just been struck on Lane Street and McDowell Street, who later died from her injuries.*

*Mr. Wheeler stated that he felt that lane reductions added to driving speeding and that signage was not visible or persuasive enough to be effective.*

*He concluded by suggesting a multifactor, data-driven approach should be taken to engineer, educate, encourage and evaluate the best course of action to increase pedestrian safety.*

*Chair Weinbrecht thanked Mr. Wheeler for coming to the meeting and for his comments.*

#### **5. Minutes**

##### **5.1 Draft minutes from January 16, 2019 Executive Board meeting.**

**Attachments:** [Minutes from January 16, 2019](#)

*Minutes were distributed in the agenda packets.*

**A motion was made by Vice Chair Hutchinson and seconded by Member Dick Sears that the draft minutes from the January 16, 2019 be approved. The motion carried by unanimous vote.**

#### **6. Consent Agenda**

*There were two items on the Consent Agenda.*

##### **6.2 Wake Transit Concurrence Framework Bret Martin, MPO Staff**

**Requested Action:** Consider approval of the Wake Transit Concurrence Framework

**Attachments:** [Attachment 1 - Concurrence Framework Draft](#)

*This item was considered as a consent item.*

**A motion was made by Board Member Vivian Jones, seconded by Board Member Will Allen, III that this item be approved. The motion carried by a unanimous vote.**

**6.3 FY 2019 Wake Transit Work Plan - 3rd Quarter Amendments**

Bret Martin, MPO Staff

**Requested Action:** Consider approval of the FY 2019 Wake Transit Work Plan 3rd quarter amendments

**Attachments:** [Attachment 1 - FY 2019 Work Plan Q3 Amendments](#)

*This item was considered as a consent item.*

A motion was made by Member Vivian Jones and seconded by Member Will Allen that the FY 2019 Wake Transit Work Plan - 3rd Quarter Amendments be approved. The motion carried by unanimous vote.

**End of Consent Agenda****7. Public Hearing**

*There were 3 items on the Public Hearing agenda.*

- 1. Unified Planning Work Program (UPWP)*
- 2. Locally Administered Projects Program (LAPP) FY2020 Investment*
- 3. Wake Bus Plan: 10-Year Operating & Capital Plan*

## 7.1

**Unified Planning Work Program FY 2020**

Shelby Powell, MPO Staff

**Requested Action:** Conduct a Public Hearing. Waive the \$100,000 cap on indirect expenses to allow CAMPO to pay up to \$185,000 in FY 20 to City of Raleigh for indirect expenses associated with acting as Lead Planning Agency for the MPO, and adopt the FY 20 Unified Planning Work Program, and Certify the MPO's Transportation Planning Process for FY 20.

**Attachments:** [FY 2020 UPWP - Final](#)

*Deputy Director Ms. Shelby Powell reported on this item. Ms. Powell stated that, except for a few very minor corrections, this was the same information that was presented to the board in January. Ms. Powell reviewed that the Unified Planning Work Program (UPWP) is the annual work plan and budget for the MPO that outlines the programs, processes and tasks to be completed by MPO staff during the year. In addition to the annual delivery of programs such as LAPP, the TIP, the Public Participation Plan, and Wake Transit, there are several special studies included in the draft UPWP for FY 20. These include the continuation of the R.E.D. Lane Study that started in FY 19; beginning the update of the Northeast Area Study; a Triangle Bikeway Implementation Plan; a Fayetteville-Raleigh Passenger Rail Study; and Wake Transit-specific projects for developing better online visualization for Wake Transit implementation projects for the website, and beginning the update to the Wake Transit Vision Plan.*

*Ms. Powell stated that The UPWP for FY 20 was available for public review and comment from Jan. 3 - Feb. 7, 2019. A public hearing is scheduled at this meeting. To date, no public comments have been received on the draft UPWP.*

*Ms. Powell further explained that In 2015, the Executive Board implemented a \$100,000 cap on indirect expenses for the MPO to pay the City of Raleigh for expenses associated with acting as Lead Planning Agency for the MPO. CAMPO Staff has a conservative estimate of those costs being up to \$185,000 during FY 20, with a cost allocation done by full time employee position. MPO Staff recommends a waiver of the cap to accommodate the anticipated FY 20 indirect costs. The MPO Staff is working on an indirect cost policy that will allow for the MPO to uniformly address indirect cost increases in future years.*

*Chair Weinbrecht then opened the public hearing. The Chair for the Safe Routes to School Subcommittee for CAMPO Ms. Amy Sakaroff expressed strong support for the FY2020 UPWP's focus on the SRTS elements, and GIS prioritization for schools with the highest needs. Chair Weinbrecht thanked Ms. Sakaroff for her attendance and comments.*

*Member Nancy McFarlane stated that Senator Tillis had expressed interest in the rail connection between Raleigh and Fort Bragg, and encouraged CAMPO staff to follow up with Senator Tillis' office. Member Howard Penny stated that the Fayetteville MPO has also approved funding for the passenger rail feasibility study and that they are looking at the line through Lillington and Fuquay-Varina as a possible path for the passenger rail.*

*Chair Weinbrecht then closed the public hearing.*

**A motion was made by Member Will Allen and seconded by Member John Byrne that the board waive the \$100,000 cap on indirect expenses to allow CAMPO to pay up to \$185,000 in FY 20 to City of Raleigh for indirect expenses associated with acting as Lead Planning Agency for the MPO, and adopt the FY 20 Unified**

Planning Work Program, and Certify the MPO's Transportation Planning Process for FY 20. The motion carried by unanimous vote.

## 7.2

### **Locally Administered Projects Program (LAPP) FY2020 Investment Program**

Gretchen Vetter, MPO Staff

**Requested Action:** Conduct public hearing. Consider approval of Draft FY2020 LAPP Investment Program.

**Attachments:** [MEMORANDUM Executive Board](#)  
[FY20 Draft Recommendation](#)  
[LAPP Selection Panel Meeting Overview](#)

*Ms. Gretchen Vetter, MPO staff member reported on this item. Ms. Vetter stated that this was the same information introduced in January. Ms. Vetter explained that in August 2018, the NC Capital Area MPO's Executive Board opened a call for projects to identify and program available FFY 2020 Locally Administered Projects Program (LAPP) funds. The call for projects resulted in submission of 25 eligible projects for consideration. The Executive Board also approved a target modal investment mix of 68 percent roadway, 24 percent bicycle & pedestrian, and 8 percent transit to help guide development of a recommended FFY 2020 investment program totaling \$25 million, including CMAQ. Ms. Vetter explained that projects were reviewed for funding eligibility and scored based on the adopted LAPP prioritization criteria by CAMPO staff.*

*Ms. Vetter stated that staff released the draft FFY 2020 LAPP Investment Program for public review and comment from January 4, 2019 through February 4, 2019.*

*Chair Weinbrecht opened the public hearing. No members of the public were present for this item. The public hearing was closed.*

*Alternate Member Ken Marshburn expressed that the Town of Garner was very pleased to be approved for one of these projects and was hoping for a unanimous vote.*

**A motion was made by Member John Byrne and seconded by Member Dick Sears that the board approve the Draft FY2020 LAPP Investment Program. The motion carried by unanimous vote.**

**7.3****Wake Bus Plan: 10-Year Operating & Capital Plan**

Bret Martin, CAMPO Staff

**Requested Action:** 1) Hold a public hearing; and 2) Consider approval of the Wake Bus Plan: 10-Year Operating and Capital Plan.

**Attachments:** [Wake Transit Bus Plan](#)

*Mr. Bret Martin, MPO staff member reported on this item. Mr. Martin stated that the Wake Bus Plan recommends the development and phasing of bus transit service investments between 2019 and 2027. The recommended operating service investments create a service hierarchy that largely reflects a system of four route types: Frequent Transit Routes, Local Routes, Community (Core Regional) Routes, and Express Services. The recommended service investments increase bus service expenditures throughout Wake County from \$30 million (roughly 300,000 annual hours of bus service) in 2018 to \$85 million (roughly 900,000 annual hours of service) in 2027. Mr. Martin stated that these operational investment recommendations align with the original four big moves that were defined in the Wake Transit Plan. Capital investments are coordinated with transit service investments as much as possible, so passengers will have safe, comfortable facilities that are accessible on foot and, if appropriate, accessible by car. The 10-Year Capital Investment Plan funds nearly \$300 million in capital projects. The largest portion of the funding will be used to purchase buses, develop transit centers and build maintenance facilities. The programming of bus services and supporting capital investments in the Wake Bus Plan will drive year-by-year project funding decisions in future Wake Transit Work Plans. The draft Wake Bus Plan: 10-Year Operating & Capital Plan was provided as an attachment to the agenda.*

*Both the TPAC and the TCC unanimously recommended approval of the Wake Bus Plan: 10-Year Operating & Capital Plan on Wednesday, November 14, 2018, and Thursday, January 3, 2019, respectively. A CAMPO-administered 30-day public comment period was opened on January 8, 2019, and closed on February 6, 2019. No public comments were received during this time.*

*Chairman Weinbrecht opened the public hearing. No members of the public were present to speak on this item. The public hearing was closed.*

**A motion was made by Member Allen and seconded by Member Dick Sears that the board approve the Wake Bus Plan 10-Year Operating and Capital Plan. The motion carried by unanimous vote.**

**End of Public Hearings****8. Regular Agenda**

**8.1 FY 2019-20 Enhanced Mobility of Seniors and Individuals with Disabilities  
(Section 5310) Program Call for Projects**  
Crystal Odum, MPO staff

**Requested Action:** Receive as information

**Attachments:** [GoRaleigh Section 5310 Program Management Plan](#)

*Crystal Odum, MPO staff member, reported on this item. Ms. Odum stated that each year, the Raleigh Urbanized Area (UZA) is apportioned formula grant funding by the Federal Transit Administration (FTA) for the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities program. Section 5310 funds are available for capital and operating expenses that support the provision of transportation services to meet the specific needs of elderly persons and persons with disabilities. Ms. Odum explained that the City of Raleigh (GoRaleigh) is the federally recognized designated recipient of Section 5310 funding for the Raleigh UZA and manages the program through an adopted Section 5310 Program Management Plan (PMP) that lays out the policies and procedures for project selection, funding distribution and administration of projects supported by the funding. Currently a total of \$826,047 (minus 10% administrative fee), is available to be awarded for eligible projects.*

*Ms. Odum shared that the City of Raleigh (GoRaleigh) will solicit applications from eligible funding recipients for the Section 5310 program from March 1st - March 29th. An application workshop will be held by GoRaleigh on March 12, 2019, from 10am-11:30am in the training room at the GoRaleigh Maintenance and Operations Facility located at 4104 Poole Road to assist potential applicants with the application process and an understanding of project eligibility. A recorded PowerPoint presentation designed to do the same will be made available through the application solicitation window.*

*Ms. Odum further stated that, per the Raleigh UZA's Section 5310 PMP, a project selection sub-committee appointed by from the CAMPO TCC and comprised of members with various interests from throughout the Raleigh UZA will be convened in mid-April to review applications and make a recommendation on which projects should be awarded funding based on selection criteria outlined in the adopted PMP. CAMPO staff is currently soliciting membership for the 5310 Program project selection sub-committee. The projects selected for funding must be responsive to one or more of the needs identified in the Locally Coordinated Human Services Public Transportation Plan. The 2013 Coordinated Human Service Public Transportation Plan for the Raleigh UZA and Wake County was just updated February 11, 2019 and is presently posted for public comment from February 18, 2019 until March 19, 2019. The updated Locally Coordinated Human Services Public Transportation Plan is expected to be presented before the TCC and Executive Boards in March, and a public hearing on the document will be held at the March Executive Board meeting. The Raleigh Transportation Authority will be briefed on the 5310 Program on March 9th. It is anticipated that a recommendation on a Section 5310 program of projects will be considered by the CAMPO TCC and Executive Board at their May 2019 meetings.*

*There were no comments or questions for this item.*

**The FY 2019-20 Enhanced Mobility of Seniors and Individuals with Disabilities  
(Section 5310) Program Call for Projects report was received as information.**

## 8.2

**LAPP Available Funding Report**

Gretchen Vetter, CAMPO Staff

**Requested Action:** Receive as Information.

*Ms. Gretchen Vetter, MPO staff member reported on this item. Ms. Vetter explained that the LAPP Program includes a tracking system of project specific funding obligation, as well as total available MPO funds, including CMAQ funds sub-allocated by the state. This allows staff to anticipate the amount of available MPO funding at risk due to project schedule changes that extend beyond the awarded LAPP funding year. Ms. Vetter clarified that staff will provide a current update of available LAPP Funding and a report on the status of project funding authorizations.*

*Ms. Vetter reviewed the LAPP goals, annual obligations rate, funding availability, and unused 'available' STPDA and TAP funds exposure rate, with clarification for the STPDA/TAP and CMAQ current fund balances. Ms. Vetter concluded with information regarding federal rescission that will impact all exposed CMAQ and TAP projects not authorized by September 30, 2019, and stated that concerns about the schedule could be addressed to CAMPO staff.*

*Vice Chair Sig Hutchinson inquired "given that we don't want to turn back money, where do we stand currently?" Ms. Vetter referred members to the handout showing the obligation status for each project.*

*Member Will Allen inquired how the recent shutdown may have affected the process. Ms. Vetter said this was difficult to gauge accurately, that some staff was temporarily furloughed which may have delayed some communication; however, she was not aware of any direct impact the shutdown had on the projects.*

**The LAPP Available Funding report was received as information.**



**8.3 Draft FY 2020 Wake Transit Work Plan**

Bret Martin, MPO Staff

**Requested Action:** Receive as information**Attachments:** [Draft FY 2020 Work Plan](#)

Mr. Bret Martin, MPO staff member, reported on this item. Mr. Martin stated that at its January 22, 2019, regular meeting, the Wake County Transit Planning Advisory Committee (TPAC) released a draft FY 2020 Wake Transit Work Plan to be reviewable for agency and public review and comment from February 1, 2019 through March 3, 2019 (a 30-day public and agency comment period). This draft was attached to the agenda packet. Mr. Martin reviewed that, following the March 3rd public comment period deadline, the TPAC is scheduled to finalize a recommended FY 2020 Wake Transit Work Plan at its April 23rd meeting for consideration by both CAMPO and the GoTriangle Board of Trustees in May or June. Annual Wake Transit Work Plans contain a number of elements that work to authorize and institutionalize Wake County Transit Plan implementation investment decisions, including:

- 1) Annual operating and capital budgets and corresponding ordinances;
- 2) Annual updates to a 10-year multi-year operating program for future operating expenditures;
- 3) Annual updates to a 10-year capital improvement plan for future capital expenditures;
- 4) Annual updates to the transit plan's supporting financial plan and model assumptions; and
- 5) Capital and operating funding agreements that support and are supported by the annual budgets.

For the draft FY 2020 Wake Transit Work Plan currently under public review, Mr. Martin stated that all of the aforementioned elements are included in the draft with the exception of the budget ordinances and the annual capital and operating funding agreements, which will be developed over the coming couple of months to be included in the TPAC's final recommended Work Plan. Mr. Martin highlighted the fact that this work plan includes services to Rolesville and Holly Springs, which means that this is the first year that all municipalities in Wake County will be served with fixed-route transit service. This was a major goal of the Wake Transit Plan, and is being met one year earlier than anticipated. This is also the first year the Work Plan will include an outline of projects programmed into the future, and project sheets for all Wake Transit projects.

There were no comments or questions for this item.

**The Draft FY 2020 Wake Transit Work Plan report was received as information.**

**8.4 Letter of Support - NC 540 Betterments**

Kenneth Withrow, CAMPO Staff

**Requested Action:** Consider action to direct staff to submit a NC 540 betterments letter.

*Mr. Kenneth Withrow, MPO staff member, reported on this item. Mr. Withrow stated that the North Carolina Turnpike Authority currently has one of the NC 540 segments (US 401 to I-40) under contract; with two additional segments scheduled to be under contract during the spring. As a result, Turnpike Authority staff along with staff from Wake County and staff from municipalities directly affected by the corridor have been in contact with each other to address incorporating bicycle and pedestrian accommodations for facilities that will intersect NC 540 along its designed route.*

*Mr. Withrow shared that a meeting was held at CAMPO offices on January 31, 2019 with staff from the North Carolina Turnpike Authority, and staff members from Wake County and the municipalities directly affected by the construction of NC 540 to discuss those accommodations. The meeting concluded with all participants agreeing that all "betterments" to be incorporated into the construction of the NC 540 projects must meet the standards as addressed in NCDOT's Complete Streets Policy and the CAMPO Complete Streets policy. Mr. Withrow further stated that CAMPO staff is seeking approval from the Board today to draft a Letter of Support to NCDOT reiterating the need that the construction of NC 540 must incorporate bicycle and pedestrian betterments in accordance with agreements between NCDOT and the local governments.*

**A motion to direct staff to submit a letter supporting implementation of complete streets elements on roadway projects crossing NC 540 was made by Member Vivian Jones, seconded by Member Will Allen, III. The motion was approved unanimously.**

**8.5 FY2018-2027 Transportation Improvement Program Amendment #6**

Gretchen Vetter, CAMPO Staff

**Requested Action:** Receive as Information.**Attachments:** TIP Amendment #6

*This item was removed from the Consent Agenda and moved to Regular Agenda, item 8.5.*

*MPO staff member Gretchen Vetter reported on this item. Ms. Vetter stated that, due to new information received related to Air Quality conformity and the TIP process, there are projects that are nonexempt and therefore require additional analysis.*

*Ms. Vetter stated that NCDOT's STIP Unit notified the MPO of amendments to the FY2018-2027 State TIP and that the MPO should update the TIP to reflect these changes in order to meet federal regulations stating that the TIP and STIP must be identical. Amendments also include the addition of the Draft FY2020 LAPP Investment Program.*

*The FY2018-2027 TIP Amendment #6 has been posted for public comment from February 7, 2019 to March 8, 2019 and a public hearing is scheduled for the March 20, 2019 Executive Board meeting. The three projects highlighted for air quality conformity will move forward under a TIP Amendment starting in August, and since the federal fiscal year does not start until October, there should not be adverse schedule impacts from this. The three projects affected are:*

*U-2901B NC 55 from US 1 to Olive Chapel Road*

*U-6223 NC 42 E Extension (LAPP FY2020 Project)*

*U-6227 Carpenter Fire Station Widening (LAPP FY2020 Project).*

**The FY 2018-2027 Transportation Improvement Program Amendment #6 report was received as information.**

**9. Informational Item: Budget****9.1 Member Shares - FY 2019**

Lisa Blackburn, MPO Staff

**Requested Action:** Receive as information.**Attachments:** [FY 19 Projected Member Dues QTR 2](#)

*Member Shares information was included in the agenda. No members had questions on this item.*

**The Member Shares report was received as information.**

**9.2**                      **Operating Budget - FY 2019**  
Lisa Blackburn, MPO Staff

**Requested Action:** Receive as information.

**Attachments:** [FY 19 Projected Budget QTR 2](#)

*The Operating Budget was included in the agenda. No members had questions on this item.*

The Operating Budget report was received as information.

**10. Informational Item: Project Updates**

**10.1**                      **Project Updates**

**Requested Action:** Receive as information.

**Attachments:** [Project Updates – February 2019](#)

*Project Updates were included in the agenda. No members had questions on this item.*

The Project Updates report was received as information.

**11. Informational Item: Staff Reports**

*MPO Deputy Director Shelby Powell reminded everyone of the February 28, 2019 MPO 101 workshop, and anyone interested in attending should RSVP to the CAMPO office administrator Sara Akimoto.*

*Ms. Powell introduced Brandon Watson as the newest member of the CAMPO staff.*

*Ms. Powell stated that the TPAC Administrator position was now closed, and that CAMPO is in the process of reviewing applications.*

*Ms. Powell informed the board of the annual NCAMPO conference in Charlotte in April, and that registration is now open.*

*Ms. Powell shared information regarding two upcoming workshops. She stated that the Triangle Bike workshop will be held on March 29, 2019 in Apex and any questions may be directed to MPO staff member Kenneth Withrow. A public workshop for the Southwest Area Study will be held on April 23, 2019 in Holly Springs.*

*TCC Chair - absent*

*NCDOT Transportation Planning Division - Mr. Mark Eatman stated that he will be departing his position and expressed his pleasure in having served with the Executive Board. He shared that he accepted another position within NCDOT.*

*NCDOT Division 4 - Mr. Jimmy Eatmon informed MPO Deputy Director Alex Rickard he was unable to attend, but asked that he relay that Division 4 drop in for public comment on the draft STIP is February 25 to March 1 at the Wilson Division office. Comments may also be made online through the NCDOT website.*

*NCDOT Division 5 - Mr. Joey Hopkins stated that this week is the drop in period for public comment on the draft STIP at the NCDOT Durham office.. He noted that online comments would be accepted until April 15.*

*NCDOT Division 6 - absent*

*NCDOT Rail Division -absent*

*NC Turnpike Authority - Mr. Keith Holliday thanked the CAMPO board for the action regarding NC 540 betterments.*

*Executive Board Members - no reports.*

**The Staff Reports item was received as information.**

**12. Adjournment****Upcoming Meetings/Events**

*Next Executive Board meeting is scheduled for March 20, 2019.*