

NC Capital Area Metropolitan Planning Organization Meeting Minutes - Final Technical Coordinating Committee

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

Thursday, May 5, 2016

10:00 AM

Conference Room

Minutes were approved at the June 2, 2016

1. Welcome and Introductions

Chairman Howell opened the meeting with a Welcome and Introduction.

Ray Boyston introduced Ms. Christine Sondej as the new Transit Planner for Cary and that she is officially the Alternate for TCC.

Sara Merz introduced herself. She is with AHA.

Present: 33 - Todd Delk, Scott Hammerbacher, Vice Chair Kendra Parrish, Eric Lamb, Coley Price, Rupal Desai, Justin Jorgensen, Chair Benjamin Howell, David Bergmark, David DeYoung, Darcy Downs, Candace Davis, Donnie Brew, Jerry Bradley, Michael Frangos, Matt Watterson, Kevin Lewis, John Hodges-Copple, Jimmy Eatmon, Jay Sikes, Tyler Bray, Jason Brown, David Keilson, Don Belk, Susan Wilson, Sandi Bailey, Ray Boylston, Russell Dalton, Mark Edmonson, Blake Mills, Mark Locklear, Jonathan Williamson, and Matt Klein

2. Adjustments to the Agenda

No adjustments were made to the agenda

3. Public Comments

There were no public comments to the agenda

4. Minutes

4.1 TCC Minutes: April 7, 2016 meeting

Requested Action: Approve the April 7, 2016 meeting minutes.

Attachments: [TCC Minutes : April 7, 2016 meeting](#)

Minutes from the April 7, 2016 Technical Coordinating Committee meeting.

A motion was made by Member Darcy Downs, seconded by Member Tyler Bray, that this item be approved. The motion carried by a unanimous vote.

5. Regular Business

5.1 FY 2016-2025 Transportation Improvement Program - Amendment #3

Danna Widmar, MPO Staff

Requested Action: Recommend the Executive Board conduct the public hearing and adopt FY 2016-2025 Transportation Improvement Program - Amendment #3, pending no adverse public comment.

Attachments: [TIP Amendment #3](#)

Ms. Widmar explained that a new spreadsheet was provided because of late additions to proposed TIP Amendment #3. She explained the spreadsheet format, page 1 is existing, page 2 proposed, etc. The first three sets of pages (pages 1-6) are primarily NCDOT initiated amendments. The bottom of the third set and the full fourth set of pages (pages 5-8) include LAPP projects and transit projects for the metro area. Ms. Widmar requested transit agencies please check all of the proposed transit amendments. No questions were received.

A motion was made by Member David DeYoung, seconded by Member Todd Delk, that this item be recommended for approval. The motion carried by a unanimous vote.

5.2 LAPP Mid-Year Project Status Update

Danna Widmar, MPO Staff

Requested Action: Receive as information.**Attachments:** [LAPP Program Mid-Year Milestones FFY16 Report](#)

Ms. Widmar indicated she will not go into the detail of each project, but will go through the report for the purpose of explaining the bigger picture. She explained the report is a standard report provided each year at the mid-point of the federal fiscal year, which is at the end of March. This year's report is only different because the information is provided for each municipality separately. This is for two reasons: 1) to make it easier for each municipality to identify their projects, and 2) to help understand the bigger picture of how individual projects that are not yet obligated impact the total available funding. Ms. Widmar indicated that the report format is in no way intended to target a municipality, but to help each municipality understand how much funding is exposed due to project schedule changes that move to different federal funding years. In each of the last two years, the LAPP Selection Committee has asked CAMPO staff to evaluate ways of ensuring that municipalities stay on track to obligate funds within the awarded federal fiscal year, minimizing the number of projects behind schedule. Before explaining the report, Ms. Widmar assured everyone she too has experienced months of delays due to difficult property negotiations and that is an example of something that cannot always be anticipated. She also discussed the bureaucratic 'black holes' that can cause delays and how CAMPO staff and staff in the various NCDOT departments have worked hard to eliminate those issues. The report identifies all projects that are programmed but have not yet obligated funds on all phases. The report also includes one project that obligated funds but has funding issues that have delayed the project. That municipality has submitted a TIGER grant application to address the funding issues and will have information on that application in the fall. The report includes projects that were awarded in prior years, which may be one or more years behind schedule based on the year the project was awarded funding, as well as current year projects that are on schedule but only have four months remaining to obligate funds in the federal fiscal year. Ms. Widmar indicated that the mid-point of the fiscal year is also the time when staff works with municipalities on projects that have not been able to reach obligation due to major issues. Last year there were three projects, while this year all projects are moving forward despite delays. Ms. Widmar indicated that project managers communicate regularly with her and Division staff and that schedule changes provided by the project managers have been documented in the CAMPO and NCDOT systems. Since this is a very busy review time at NCDOT, she encourages project managers to submit required information as soon as possible to meet funding deadlines. Shannon Cox asked what fiscal year this follows. Ms. Widmar indicated that LAPP projects follow the federal fiscal year, October 1st through September 30th, and that September 15th is the generally accepted deadline because NCDOT establishes preliminary deadlines annually for project obligation. Mr. Lukasina indicated it is important for everyone to recognize that CAMPO has a lot of funds exposed if projects do not reach obligation. He also indicated that the last page of the report includes great successes, including several projects that have obligated funds, as well as a lot of projects, particularly in Fuquay-Varina and through Division 5 that have been able to reach final close-out. Ms. Widmar indicated that info graphics will be prepared and presented in the coming months to help communicate funding availability relative to programmed projects and other LAPP project information. There were no additional questions.

This item was received as information

5.3 FY 2016 Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) Program Project Selection

Bret Martin, MPO Staff

Requested Action: Recommend the Executive Board endorse the FY 2016 program of Section 5310 projects contingent on satisfactory compliance with noted conditions as recommended by the project selection committee.

Attachments: [Raleigh Urbanized Area FY 2016 Section 5310 Recommended Program of Projects](#)

Mr. Martin, MPO staff, provided a brief presentation on the project selection process for the Raleigh Urbanized Area FY 2016 Section 5310 program. He discussed the outreach efforts undertaken to solicit projects during the program's open call for projects and explained that there was a total of \$900,000 available for FY 2016 projects. He explained that the designated recipient of the Raleigh UZA's Section 5310 apportionment, which is the agency responsible for Section 5310 program management and sub-recipient oversight, received a total of five applications, with four of them considered complete and eligible. The total amount requested by agencies applying for grant funding totaled \$544,394, well below the amount available for FY 2016.

A regionally representative project selection committee convened to review the applications and make a recommendation to the CAMPO TCC and Executive Board. The committee recommended that the projects contained in the complete and eligible applications submitted be funded with the available funds for FY 2016 contingent on certain conditions requiring follow-up related to cost allocation, additional budget detail, and the eligibility of certain subsets of each project funding request. The recommended projects were as follows:

- 1) Arc of the Triangle – Purchase of service through Wake Coordinated Transportation Service and trip planning for individuals with intellectual and developmental disabilities.*
- 2) Center for Volunteer Caregiving - Mileage reimbursements and staffing, technology, and overhead costs to support volunteer driver program serving seniors and adults with disabilities.*
- 3) GoRaleigh - Mobility management program for all of Wake County's ADA and paratransit functions.*
- 4) Alliance of Disability Advocates - Expansion of travel training programs, workshops, one-on-one training/assistance, and practical demonstration on use of fixed-route public transportation.*

Mr. Martin stated that the requested action was to recommend the Executive Board endorse the FY 2016 program of Section 5310 projects contingent on satisfactory compliance with noted conditions as recommended by the project selection committee.

Mr. John Hodges-Copple asked whether the funds not recommended for programming would carry over to the next call for projects.

Mr. Martin replied that the funds would carry forward.

A motion was made by Member Ray Boylston, seconded by Member John Hodges-Copple, that this item be recommended for approval. The motion carried by a unanimous vote.

5.4 Wake County Transit Financial Plan and Interlocal Governance Agreement

Bret Martin, MPO Staff

Requested Action: Recommend the Executive Board consider approval of the Wake County Transit Financial Plan and Interlocal Governance Agreement and authorize the CAMPO Executive Director to sign the Agreement.

Attachments: [Transit Governance ILA FINAL DRAFT 4.18.16](#)

Mr. Martin, MPO staff, referenced that the most recent draft of the Wake County transit governance interlocal agreement (ILA) was contained in the agenda packets. Mr. Martin then proceeded to present information on:

- 1) The parties to the ILA, their respective roles and responsibilities, and their relationship to one another;*
- 2) How the ILA directs the technical role would be guided by an advisory Transit Planning Advisory Committee (TPAC) and a conference committee should the GoTriangle Board of Trustees and CAMPO Executive Board decisions on technical components of plan implementation be out of alignment;*
- 3) The ILA's establishment of the relationship between GoTriangle and project implementers;*
- 4) The most updated initial membership of the TPAC as laid out in the ILA;*
- 5) What has yet to be determined regarding governance that the ILA does not determine;*
- 6) Public outreach that will occur during a public comment period running from April 18 -May 18, 2016; and*
- 7) An updated schedule including the date, location and time of a public hearing to be held before the CAMPO Executive Board and GoTriangle Board of Trustees May 18th and when various boards would consider taking action on the Wake Transit Financial Plan and associated ILA.*

A motion was made by Member Darcy Downs, seconded by Member Eric Lamb, that this item be recommended for approval. The motion carried by a unanimous vote.

5.5 P4.0 (SPOT) Regional Impact Point Assignment

Alex Rickard, MPO Staff

Requested Action: Receive as information and provide feedback on recommended point assignment.

Attachments: [Region Impact Handout 060816](#)

NCDOT released the final technical scores for all SPOT 4 projects in mid-April along with the DRAFT Statewide Mobility programmed projects. Statewide Mobility projects that are not programmed are eligible for consideration of programming with Regional Impact funds, a process referred to as "cascading". During May and June, the MPO will assign 2500 local input points to Regional Impact and cascaded Statewide Mobility projects.

The staff will present a draft point assignment for the 2500 local input points for all transportation modes based on the adopted prioritization methodology. The point assignment will be posted for public review and comment for a 30-day period on the CAMPO website. The TCC and the Executive Board will be asked to recommend and approve the final point assignment at their respective June meetings.

John Copple Hodges asked if decisions being made now will preclude revenues from being used in the future. Mr. Rickard responded that if a project gets programmed in the first five years at the regional level, it would then tie up regional level funds for future years.

This item was received as information

6. Informational Item: Budget

6.1

Requested Action: Receive as information

Attachments: [FY 16 PROJECTED Budget Review QTR 3](#)

The FY 2016 UPWP Operating Budget is \$3,131,488. As of 3-31-2015 we have spent \$1,708,481. Please see Attachment 6.1 for more details.

This item was received as information

6.2

Member Shares - FY 2016
Lisa Blackburn, MPO Staff

Requested Action: Receive as information.

Attachments: [FY 16 Member Dues Projection 3rd QTR](#)

Attachment 6.2 shows the Member's Share for FY 16. Total member share match for the FY 2016 is \$604,295 as of 3-31-2015 we have spent \$300,890.28.

This item was received as information

7. Informational Item: Project Updates**7.1 Project Updates**

Requested Action: Receive as information.

Attachments: [Project Updates](#)

Review the attachment for information related to ongoing projects and studies.

This item was received as information

8. Informational Item: Staff Reports

Mr. Lukasina gave reminders and upcoming events:

Mr. Lukasina noted that this is the last reminder before the NCAMPO conference for next week and that registration has not closed as of yet. You may go to website at www.NCAMPO.org

Mr. Lukasina announcement that the May 18 Executive Board meeting will be held at the Convention Center at 4:00 and a Joint public hearing with GoTriangle will be held at 5:00 that evening. He also reported that MPO staff is continuing to schedule the one-on-one meetings with members. He also reported that MPO staff held a peer exchange with the Charlotte MPO staff and that meeting went very well, and they are very interested in our LAPP.

June TCC meeting will be especially important because that will be to finalize recommendation on Spot points and may have more to do with Wake Transit depending what happens at the Executive Board in May.

TCC Chair - No Report

NCDOT TPB - No Report

NCDOT Division 4 - No Report

NCDOT Division 5 - David Keilson gave a report that the P4.0 public comment period for NCDOT will be June 20 - July 22, and public meetings will be held in late June and mid July.

NCDOT Division 6 - No Report

NCDOT Rail Division - No Report

NC Turnpike Authority - No Report

Holly Springs, TCC Vice Chair Kendra Parrish - Wanted to wish Chris Lukasina a Happy Birthday!

Eric Lamb reported that May is Bike Month, and the Capital City Bike Ride is scheduled tomorrow at 7:30 a.m. at Chavis Park, and registration is available on the City website.

Kenneth Withrow reported that several Bike to School events were held in the area yesterday.

This item was received as information