

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

Raleigh Convention Center  
500 Salisbury Street,  
Room 402  
Raleigh NC 27601

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Wednesday, March 16, 2016

4:00 PM

Conference Room

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Minutes were approved at the April 20, 2016 meeting

## **1. Welcome and Introduction**

*Mayor Sears opened the meeting with a Welcome and Introduction.*

**Present:** 22 - Lance Olive, Chair Dick Sears, Harold Weinbrecht, Michael Grannis, Gordon Springle, Mark Stohlman, Frank Eagles, Vivian Jones, Don Bumgarner, Richard Hancock, Tom Jackson, Art Wright, Sig Hutchinson, Lewis Weatherspoon, Zelodis Jay, Ronnie Williams, Liz Johnson, William Allen III, Joe Bailey, David Keilson, Jimmy Eatmon, and Nancy McFarlane

**Absent:** 17 - Mike Gordon, Cedric Jones Sr., John Byrne, Gus Tulloss, Terry Hutchens, Terry Hedlund, John Sullivan, Perry Safran, James Roberson, Virginia Gray, RS "Butch" Lawter, Russ Stephenson, Pete Mangum, Ed Yerha, Jeff Sheehan, John Allers, and Ken Marshburn

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

*No adjustments were made to the agenda*

## **3. Ethics Statement:**

*Vice Chair Harold Weinbrecht read the standard ethics statement, and noted that no members expressed a conflict of interest for this meeting.*

*Vice Chair Weinbrecht reminded the Executive Board members that April 15, is tax day and that April 15, is also the deadline to have Ethic statements filed.*

*As of today out of 38 of us including our Alternates only 20 have met the ethic requirements. Vice Chair Weinbrecht encourages the Executive Board to file so they won't get fined.*

*Chris Lukasina, MPO Executive Director also added that if you feel that you have gone through the process and filed everything electronically. We will follow-up with the state.*

## **4. Public Comments**

*No Public comments were made*

## **Consent Agenda**

**A motion was made by Board Member Hutchinson, seconded by Board Member Williams, to approve the Consent Agenda. The motion carried unanimously.**

**6.1 Meeting Minutes - February 17, 2016**

**Requested Action:** Approve minutes from February 17, 2016 meeting.

**Attachments:** [Meeting Minutes for February 17, 2016 final.pdf](#)

The Minutes were approved.

**6.2 Raleigh-Cary Rail Crossing (RCRX) Study**

Shelby Powell, MPO Staff

**Requested Action:** Recommend that the Executive Board endorse the recommendations from the RCRX Study pending no adverse comments from the public, the City of Raleigh, Town of Cary or other project partners and stakeholders.

**Attachments:** [RCRX Executive Summary](#)

This Special Studies Item was approved.

**End of Consent Agenda****8. Regular Agenda****8.1 Prioritization (SPOT) 4.0 Update**

Alex Rickard, CAMPO

**Requested Action:** Recommend Executive Board approve updates to local prioritization methodology and target modes.

**Attachments:** [CAMPO STI Methodology](#)

*Alex Rickard, MPO Staff*

*Mr. Rickard gave an update on the proposed Prioritization (SPOT) 4.0 schedule along with adjustments to the CAMPO Prioritization Methodology.*

*Mr. Rickard stated that the current schedule for Prioritization 4.0 will allow for two separate public comment periods and two public hearings. In the P4.0 schedule, MPOs and RPOs will have the benefit of seeing which projects are programmed at the Regional Impact category prior to assigning local input points at the Division Needs category. Mr. Rickard pointed out that several administration changes have been proposed to CAMPO prioritization methodology including updating the CAMPO address, logo, transit agencies names, and various references to the 2040 MTP.*

*Mr. Rickard presented the draft target modal mixes adopted from Prioritization 3.0 and recommended no changes be made. Mr. Rickard emphasized that these point assignments by mode are simply targets in order to provide staff an initial direction for how to allocate local input points across modes.*

**A motion was made by Board Member William Allen, III, seconded by Board Member Ronnie Williams, that this item be approved. The motion carried by a unanimous vote.**

**8.2 Public Participation Plan Update**

Paul Black, CAMPO Staff

**Requested Action:** Set the public hearing for April 20th Executive Board meeting.

**Attachments:** [Pages from CAMPO Public Participation Plan ONLY-post First FHWA review](#)

*Paul Black, MPO Staff*

*Mr. Black gave a presentation about The Capital Area MPO that has a Public Involvement Plan that describes how the MPO involves the public in developing transportation plans and related policy documents. Related to this plan is the Title VI (Civil Rights)/Minority/Low-income/Limited English Proficiency Outreach Plan.*

*The MPO staff reviewed the existing plans, and then looked at other "best-practices" plans from around the state and similar MPOs around the nation. The document presented here today does 4 things:*

- Consolidates the 2 plans into a single document*
- Updates the format of the documents to be more user-friendly and easy to understand*
- Updates specific parts of the document to reflect improvements in the planning process and recognize changes in modern communication and media.*
- Every plan needs a goal, and our already adopted Strategic Plan and draft MTP have PPP goals to inform this plan;*

*Strategic Plan goals/measures folded in by reference*

*Placeholder reference for 2045 MTP goals & measures; draft goals have PPP-specific goal and related objectives/measures to tie in once adopted*

*Under the last bullet, substantive changes include:*

- Revision of the methodology to determine "Communities of Concern" for the Title VI/Minority/Low-income/LEP Plan*
- Adding or making clearer what the public participation requirements are for adopting, amending, or correcting plans or other required documents. This was mostly clarifying application to sub-plans or processes not directly addressed in the current plan.*
- Staff released the draft Public Involvement Plan Update for public review and comment from February 25, 2016 through April 20, 2016 and is preparing for the probable public hearing at the April 20, 2016 Executive Board meeting.*

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

**8.3 Wake County Transit Investment Strategy - Update**

Chris Lukasina/MPO Staff

**Requested Action:** Provide comments on potential schedule, draft plan, and items related to the development of an Interlocal Agreement.

*Wake County Transit Investment Strategy - Update*  
*Chris Lukasina, MPO Executive Director*

*Mr. Lukasina gave an update on the development of the Wake County Transit Financial Plan (WTFP) draft report that was released by Wake County in December 2015 and will include rail and bus elements derived from a year long planning process. This plan has been developed to guide future regional bus and rail investments that may result from the creation of a regional revenue source and prepare for a possible local transit sales tax referendum in the fall of 2016. The Wake Transit Financial Plan report would be the primary document supporting this effort. A vision for bus and rail service options included in the Wake Transit Financial Plan have been refined based on public and agency input. Preliminary cost estimates have been developed and are also included in the Plan.*

*The Wake County Transit Advisory Committee, a group of elected and appointed officials, and the Wake County Transit Technical Coordinating Team established to help guide development of the WTFP, and met several times throughout 2015. Both groups endorsed recommendations that include more than three times more bus hours of service*

*An Interlocal Agreement (ILA) to establish appropriate governance over the WTFP and any possible new revenue source created as a result of a referendum is under development. Please contact MPO staff with any issues, ideas, or items related to governance that you may have. Mr. Lukasina noted that the County is interested in taking action on setting a referendum at their June meetings. Therefore, the GoTriangle and CAMPO Boards will need to take action on the plan in May. Based on the current draft schedule being proposed, a public comment period would open in April. The Executive Board would hold a public hearing on May 18, 2016 and consider possible action on the draft financial plan and ILA on June 15, 2016. The anticipated schedule is designed to continue to support a possible referendum in the fall of 2016. There is some discussion about CAMPO and GoTriangle holding a joint public hearing on the plan.*

*Potential Wake Transit Strategy Schedule*  
*Interlocal Agreement Development*  
*February 2016 – Spring 2016*  
*Open CAMPO public comment period*  
*April 2016*  
*CAMPO public hearing*  
*May 18, 2016*  
*CAMPO Executive Board consider Wake Transit Financial Plan*  
*May 18, 2016*  
*GoTriangle Board of Trustees consider Wake Transit Financial Plan*  
*May 25, 2016*  
*Wake County Commissioners consider Wake Transit Financial Plan & setting referendum June 6, 2016*

*Bret Martin, MPO Staff, presented some research on various models of transit governance that he found. At a very high level, he reviewed models from Charlotte, Durham and Orange Counties (NC), several models from California, the Seattle area, and*

the Denver area. Mr. Martin's research was to find out how other areas conduct the elements of governance pertaining to (a) fiduciary and regulatory responsibilities; (b) technical planning, programming and prioritization responsibilities; and (c) implementation of services and projects. The model from Charlotte contains only one fixed-route transit provider, which is different from the Wake County effort that will have three fixed-route providers. Charlotte's fiduciary and regulatory responsibilities and the implementation of projects are taken care of within the City, and the planning/programming is done in collaboration between the City and the Metropolitan Transit Commission (a transit authority representative of all participating jurisdictions). The Durham and Orange Counties model is structured such that GoTriangle is the fiduciary and regulatory agency, and the GoTriangle staff develops the technical planning, prioritization and programming documents, which are approved by the GoTriangle Board of Trustees. In that situation, the DCHC MPO incorporates those outcomes into the necessary plans (MTP) and programs (TIP) in collaboration with a staff working group. The Durham and Orange County adopted and voter-approved financial plans are unique from the WTFP in that they contain a high-level programming and prioritization of projects, as well as policy regarding the distribution of funding to transit providers. This is a piece of the Wake County Plan that is yet to be determined. The staff working group, with representatives from the Counties, the MPO and GoTriangle, is involved in reviewing financial plan assumptions and other revisions or updates to the plan. In the models from California, there is a common theme that the fiduciary/regulatory and technical planning, programming and prioritization responsibilities are carried out by an agency different from project sponsors or those agencies implementing projects. In those cases, implementation is done by local governments and transit providers within the tax district. This separation of governance pieces between agencies allows for suitable checks and balances between control of the funds and control of the plan. Mr. Martin further reviewed some elements of the Puget Sound (Seattle) and Denver Regional Transportation District transit governance structures, but found the differences between the structures there and in Wake County to be too many to draw comparisons between them. In each case, the respective tax district revenues are used for projects implemented by only one fixed-route provider because either it is the only fixed-route provider in the region or other local providers have their own separate but overlapping tax districts, for which they manage the use of the proceeds independently.

Board Member Grannis asked if the MPO staff had a preference of a model to use for this area. Chris Lukasina responded that the staff needs more policy level feedback from the Executive Board before recommending any particular model. He also noted that the staff will work with our partners to make whatever model the Board prefers, or elements of various models, work for the region. Board Member McFarlane asked how this will work with separate boards and separate staffs. She asked what percentage of the tax would be used for administration. Bret Martin responded that in the California models, 1% was allocated to fund administrative staff and fringe benefits, but he noted that those models have a multi-modal transportation tax wherein transit is only an element. Board Member Will Allen asked to what degree the enabling legislation directs money toward that purpose. TCC Member John Hodges-Copple stated that the plan is supposed to guide how the money is spent, but he does not recall specific set-aside amounts for administration outlined in the law. There was some discussion about tax money collection, and it was noted that for single-county districts the County is the tax administrator, and for multi-county districts, the regional transit authority is the tax administrator. Bret Martin noted that in a single-county district, the County could contract with another agency to administer the tax district. Board Member Hutchinson stated that it is widely known that the Wake County tax will be spent in Wake County, not in other counties, and that the county is not interested in taking on debt for Durham or Orange Counties. Several Board members asked when a draft of the interlocal governance

agreement would be shared. Chris Lukasina stated that the County hoped to have something to share early next week. Board Member McFarlane asked how this works with GoRaleigh or Wolfline or other providers' budget processes and administration. Chris Lukasina noted that this is a question the CAMPO staff has as well. He noted that currently the MPO Executive Board approves use of federal dollars for transit agencies, and he is currently unclear as to whether that role is expected to change through this agreement since most projects being funded through the plan have some federal dollars on them. The Executive Board agreed that the governance agreement must be clear on how this fits into budgets for Cary and Raleigh as transit providers.

Board Member McFarlane asked if the governance agreement needed to be worked out prior to plan adoption or if it could be worked out later in greater detail. Board Member Hutchinson stated that the County prefers that all governance issues are worked out before voting on the plan. Chris Lukasina said that the key question will be whether the Board feels like they have enough information and have had enough time to review this to take action at their May meeting. We will need to be comfortable with the role of the MPO and other agencies, as well as representation of all municipalities' interests as much as possible. Board Member Jones stated that she would need to see a written copy of the agreement before having a vote on it. Chris Lukasina stated that the staff would get this information out to Board members as soon as possible. Board Member Eagles inquired about the make-up of the GoTriangle Board. It was reported that the GoTriangle Board of Trustees has five members from Wake County, three members from Durham County and two members from Orange County. Board Member Eagles stated that he had some concerns about allowing members from other counties to make decisions about spending Wake County funds. Board Member Jones replied that she currently serves on the GoTriangle Board of Trustees and does not see that as a problem, and that Wake County members also vote on issues for the Durham and Orange Counties. Board Member Hutchinson agreed with Board Member Jones, and said that GoTriangle votes were rarely contentious across the different county members. Chris Lukasina noted that these concerns sound like the Board thinks that appropriate checks and balances are in place, and noted that the staff is working to make sure those checks and balances are incorporated into the governance of this tax. He encouraged all members to think of some scenarios to play through using the draft agreement to see if there was a clear path for addressing those scenarios.

Chairman Sears advised all members to closely review the draft when it is available and be prepared to provide comments and have discussions at future Board meetings.

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

## **9. Informational item: Budget**

### **9.1**

**Requested Action:** Receive as information

**Attachments:** [FY 16 PROJECTED Budget Review QTR 2](#)

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

**9.2**                      **Member Shares - FY 2016**  
Lisa Blackburn, MPO Staff

**Requested Action:** Receive as information.

**Attachments:** [FY 16 Member Dues Projection 2nd QTR](#)

This Informational Report was received as information.

**10. Informational Item: Project Updates**

**10.1**                      **Project Updates**

**Requested Action:** Receive as information.

**Attachments:** [Project Updates](#)

This Informational Report was received as information.

**11. Informational Item: Staff Reports**

*Chris Lukasina, Executive Director, MPO*

*Mr. Lukasina gave an update on several upcoming events: The Annual NCAMPO conference that will be held in Greensboro, NC on May 11-13, 2016 and that a reminder will be given at each meeting until the conference. Registration is available online through [ncampo.org](http://ncampo.org) and this is a great conference. Other Executive Board members and TAC member across the state will be there. Also, a survey was sent out on today for an online survey for the MPO 101 training.*

*Mr. Lukasina stated that the City of Raleigh Council approved their Bike Share program a LAPP funded project and last night Holly Springs Main Street project was approved and this also was a LAPP funded project.*

*Mayor Dick Sears stated that Danna Widmar was there and witness Holly Springs Main Street project and thanked her for coming out and welcomes her back.*

*TCC Chair - No report*

*NCTBP - No report*

*NCDOT Division 4 - No report*

*NCDOT Division 5 - David Keilson introduction the New Deputy Division Engineer, Richard Hancock. Mr. Hancock comes with much experience and who was a Manager with Project Development and Environmental Analysis.*

*NCDOT Division 6 - No report*

*NC Turnpike Authority - No report*

*Executive Board members -*

*Commissioner Sig Hutchinson made a follow up on Chris Lukasina comment stating that he appreciates Mayor McFarlane and the City of Raleigh for approving Bike share and this is wonderful to provide this new mode with transportation for the region and it provides this connection and last mile connection to the Transit system and it's squarely within our transit initiative that we have moving forward and also to thank CAMPO and LAPP funds for making this money available through the CMAC effort to provide the 80% share for capital project.*

*Mayor Lance Olive, Apex stated that they have a loop around Apex that they are trying to complete. They call it the Peak way and there are two sections left to do and one was partially funded with the grant money that was recently approved and this maybe just a precautionary note and is starting to get better budget number now where as construction costs are going up pretty fast. If you are in the process of doing you're budgeting as we are for next year and to take that as strong consideration to make sure that folks are looking very closely at budgeting and to make sure you have enough in there to cover yourself so you don't find yourself short when ready to actually bidding your project out.*

**This matter was received as information**



**12. Adjournment**

*There being no further business, the Chair adjourned the meeting.*