

**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 7, 2020

10:00 AM

Conference Room

1. Welcome and Introductions

Notice: In order to protect the safety of the public, MPO partners, and staff during the COVID-19 States of Emergency, CAMPO is converting all meetings to a remote electronic format for the duration of the States of Emergency. The conference rooms and CAMPO Office are closed to meetings. Login information for each meeting can be found on both the homepage calendar and our Virtual Meeting Logistics webpage. This information was provided to the Executive Board Members and Alternates via email a week prior to the meeting.

Chair Andes welcomed everyone and explained the logistics and planned course of action for the virtual meeting. She reviewed the opportunities that would arise during the meeting for any member of the public who wished to speak.

Each TCC member or alternate was asked to orally confirm attendance.

- Present:** 29 - Chair Juliet Andes, Sandi Bailey, Paul Black, Jason Brown, Bob Clark, Bryan Coates, Shannon Cox, Luana Deans, Bob Deaton, David Eatman, Jimmy Eatmon, Michael Frangos, Tim Gardiner, Phil Geary, Joe Geigle, Hank Graham, Jay Heikes, Benjamin Howell, Justin Jorgensen, David Keilson, Member Eric Lamb, Aaron Levitt, Gaby Lawlor, Terry Nolan, Patrick Pierce, Jay Sikes, Morgan Simmons, Tracy Stephenson, and Darius Sturdivant
- Absent:** 23 - Gregory Bethea, Kelly Blazey, Ken Bowers, Meade Bradshaw, Bo Carlson, Davis Anita Davis, Neal Davis, Scott Hammerbacher, John Hodges-Copple, Danny Johnson, Irene Johnson, Sean Johnson, Catherine Knudson, Michael Landguth, Julie Maybee, Michael Moore, Jason Myers, Branston Newton, Neil Perry, Pamela Perry, Larry Smith, John Vine-Hodge, and Than Austin

2. Adjustments to the Agenda

There were no adjustments to the agenda.

3. Public Comments

Chair Andes opened Public Comments and explained the parameters of this format. As there were no members of the public who wished to speak, Chair Andes closed Public Comments.

4. Minutes

4.1 TCC March 5, 2020 Meeting Draft Minutes

Requested Action: Approve the TCC March 5, 2020 Meeting Draft Minutes

Attachments: [TCC March 2020 Meeting Draft Minutes](#)

The Draft Minutes were included in the agenda packet.

Chair Andes requested that CAMPO Public Engagement Officer Bonnie Parker explain the state law requiring individual roll call for action items.

Ms. Parker stated that the General Assembly recently passed emergency legislature requiring active voting be done by roll call. for virtual meetings. Ms. Parker requested an affirmative or negative vote from each voting member for each action item.

A motion was made by Member Ben Howell, seconded by Member Shannon Cox to approve the minutes from the TCC March 2020 meeting. The motion passed by unanimous vote.

5. Regular Business**5.1** **FY2020-2029 Transportation Improvement Program Amendment #1**

Gretchen Vetter, CAMPO Staff

Requested Action: Recommend approval of Amendment #1 to the FY2020-2029 Transportation Improvement Program.

Attachments: [TIP Amendment #1](#)
[Staff Report](#)

Ms. Gretchen Vetter, CAMPO Staff reported on this item.

Ms. Vetter explained that CAMPO has officially received notification that the FY2020-2029 Transportation Improvement Program has been formally approved by the Federal Highway Administration, and that the focus of this effort is to bring the current TIP up to date. She said that CAMPO will amend the FY20-29 TIP to reflect changes made to the TIP and STIP while they were pending Federal review. CAMPO also received a request from GoTriangle to amend the 2020-2029 Transportation Improvement Program. This amendment would bring GoTriangle's \$20 million BUILD grant funding for their Raleigh Union Station Bus Component to the current year.

She Vetter expressed that the FY2020-2029 TIP Amendment #1 has been posted for public comment from April 17, 2020 to May 21, 2020 and a public hearing is scheduled for the May 20, 2020 Executive Board meeting. Ms. Vetter explained that, due to the recent state law regarding conducting meetings under a declared federal emergency, CAMPO will delay seeking Executive Board approval until their June 2020 meeting. The new state law dictates that the public comment period must remain open at least 24 hours after the public hearing has commenced.

Ms. Parker requested an affirmative or negative vote from each voting member.

A motion was made by Member Ben Howell, seconded by Member Justin Jorgenson to recommend approval of the FY2020-2029 Transportation Improvement Program Amendment #1 to the Executive Board. The motion passed by unanimous vote.

5.2 CAMPO Projects and Programs Funding Update

Gretchen Vetter, CAMPO Staff

Requested Action: Receive as information.

Attachments: [Staff Report](#)

[COVID19 TIP Project Schedule Delays Released April 21](#)

[NCDOT Projects Authorized to Move Forward 5/5/2020](#)

[LAPP Project Guidance](#)

[Triangle TDM Business Case](#)

Ms. Gretchen Vetter, CAMPO Staff reported on this item.

Ms. Vetter stated that the COVID19 virus has affected funding streams dedicated to transportation infrastructure, operations, service, and maintenance. These lower funding streams are causing NCDOT to delay a significant number of projects in the next fiscal year, as well as place other programs within the Department on hold.

Ms. Vetter reviewed information from the NCDOT May 4, 2020 press release regarding the revenue decline due to COVID-19 which has depleted NCDOT cash reserves. She stated that NCDOT's legally-required minimum cash balance has been reached and according to state law, once the department falls below the cash floor, they can no longer enter into new contracts that spend money on transportation projects. Ms. Vetter reviewed what NCDOT currently can and cannot do, which includes:

What NCDOT CAN do while below the cash floor:

- *Continue active projects*
- *Maintain existing infrastructure with existing supplies and staff*
- *Pay incoming invoices from private sector companies as long as funds exist*
- *Continue operating DMV functions*
- *Respond to emergency situations (with existing staff and materials)*
- *Hire new employees for critical, safety-related positions or DMV functions*
-

What NCDOT CANNOT do while below the cash floor:

- *Negotiate right of way purchases on projects not underway*
- *Purchase additional equipment, supplies or services for transportation projects unless obligated to make such a purchase in an existing contract*
- *Award new construction, engineering or repair contracts*

Ms. Vetter added that CAMPO is receiving more information every few days and is awaiting additional guidance from NCDOT on specific implications to CAMPO projects. An updated suspension list is expected as well.

The CAMPO Projects and Programs Funding Update Report was received as information.

5.3 FY 2020 Wake Transit Work Plan - 4th Quarter Amendment Request

Bret Martin, MPO Staff

Requested Action: Consider approval of the FY 2020 Wake Transit Work Plan 4th Quarter Amendment Request and authorize the Executive Director to sign the applicable project-level agreement should CAMPO be a necessary signing party.

Attachments: [Staff Report](#)
[Attachment A - Q4 FY 20 Work Plan Amendment Request](#)

Mr. Bret Martin, CAMPO Staff reported on this item.

Mr. Martin stated that one (1) FY2020 Wake Transit Work Plan amendment request was submitted by the Town of Cary, in cooperation with the Town of Holly Springs, for the 4th quarter of the fiscal year. Per the adopted Wake Transit Work Plan Amendment policy, the amendment request falls into the 'Minor Amendment' category. The requested amendment changes the project sponsor for Project TC002-W (New Holly Springs Park-and Ride and Bus Stop Improvements) from the Town of Cary to the Town of Holly Springs, as the original Holly Springs Express Route that the improvements would have supported was redesigned in a way that better positioned Holly Springs to serve as the project sponsor.

Mr. Martin shared that the Wake County Transit Planning Advisory Committee (TPAC) recommended approval of the request after a finding that the requested amendment has no financial impact and does not involve any changes to the original project scope. He added that documentation for the amendment request was included as Attachment A.

Mr. Martin concluded by stating that the amendment request was released for public comment between March 20, 2020, and April 3, 2020, and that no public comments were received.

Ms. Parker requested an affirmative or negative vote from each voting member.

A motion was made by Member Shannon Cox, seconded by Member Jason Brown to recommend approval of the FY 2020 Wake Transit Work Plan - 4th Quarter Amendment Request to the Executive Board. The motion passed by unanimous vote.

5.4 FY 2021 Recommended Wake Transit Work Plan

Bret Martin, CAMPO Staff

Requested Action: Receive the FY 2021 Recommended Wake Transit Work Plan as information and hold a public hearing.

Attachments: [Staff Report](#)

[Attachment A - FY 2021 Recommended Wake Transit Work Plan](#)

Mr. Bret Martin, CAMPO Staff, reported on this item. Mr. Martin stated that at its April 22, 2020 regular meeting, the Wake County Transit Planning Advisory Committee (TPAC) recommended a FY 2021 Wake Transit Work Plan to CAMPO and the GoTriangle Board of Trustees for their consideration of adoption in June. Mr. Martin explained that a copy of the TPAC-recommended draft of the FY 2021 Wake Transit Work Plan was not included with this agenda item but will be provided to the TCC in mid-May before the recommended Work Plan is scheduled to be released for a 30-day public comment period. Mr. Martin added that the public comment period is anticipated to run from May 15, 2020 through June 14, 2020. Mr. Martin said that the Executive Board will receive the TPAC-recommended FY 21 Work Plan as information and hold a public hearing at its May 20, 2020 meeting, and this will come back to the TCC in June 2020. The Executive Board will consider adoption at its June 17, 2020 meeting and the GoTriangle Board of Trustees is currently scheduled to hold a public hearing and consider adoption on June 24, 2020.

Mr. Martin explained that the Annual Wake Transit Work Plans contain a number of elements that work to authorize and institutionalize Wake County Transit Plan implementation investment decisions. He expressed that, due to the pandemic, drastic changes have been made to the Draft FY 21 Work Plan released for public comment in January, and that GoTriangle is working with the TPAC to develop appropriate communications and messaging to inform the public of these changes in a timely manner.

Mr. Martin reviewed changes to the assumed and budgeted revenues and expenditures for the Work Plan as a comparison to what was originally included in the draft released for public comment in January. He reiterated that due to revenue reductions, it will not be possible to fund all projects in the Draft FY 21 Work Plan. In transitioning from the FY 2021 Draft Wake Transit Work Plan released by the TPAC for public comment in January to the most recent TPAC-recommended version, an unfortunate but important reality to note is the FY 2021 Recommended Wake Transit Work Plan's response to uncertainty regarding public transportation sales tax collections during and recovering from the Coronavirus Disease 2019 (COVID-19) pandemic. With social distancing and 'stay-at-home' measures to control the spread of COVID-19, economic activity in the county has slowed immediately and in dramatic fashion. With this uncertainty for revenue, the focus of the TPAC was on determining which projects absolutely need to be authorized for funding with immediacy in FY 2021. Projects that met certain strict criteria, such as operating projects that were initiated in prior fiscal years, those that are time sensitive, those that involve external time-sensitive grants as part of their overall funding mechanism, and community funding area projects exhibiting a high degree of readiness, were selected for recommendation of funding beginning on July 1st. The remaining projects are assigned to an 'unbudgeted reserve' queue that will be revisited in the fall of 2020 when sales tax data for the period most immediately impacted by the COVID-19 pandemic will have been acquired to more cautiously inform investment decisions for the remainder of FY 2021 and future years, possibly through 2027. Currently, the only data available to inform sales tax collections is anecdotal versus empirical.

Mr. Martin presented information for what is currently proposed:

FY 21 Recommended Bus Service Expansion

Route 21: Caraleigh Improvements (South Raleigh)

- *Existing Capacity Overloaded*
- *Increased Off-Peak Frequency*

GoApex Route 1 (Town of Apex)

- *Intra-Community Circulator*
- *Monday-Saturday*
- *All Day Hourly Frequencies*

FY 21 Recommended Capital Investments

- *Bus Stop Improvements for GoApex Route 1*
- *Bus Stop/Node Improvements for Morrisville Smart Shuttle*
- *Completion of New Bern Avenue BRT*

Mr. Martin concluded by providing an overview of community engagement activities conducted back in January and February for the Draft FY 2021 Work Plan, as well as responses received during a 30-day public comment period. These included community events, pop-ups, presentations, planning meetings, in-person interactions; 200+ media, public officials, agency partners, TAC received news release (English & Spanish); 600+ community organizations, elected officials and individual subscribers received email announcements; and 30+ TPAC representatives, partners and staff received electronic materials for distribution.

A total of 140 public comments were received in the form of three letters, 61 in person/emails, and 76 online submissions. The most common themes were bus service, proposed infrastructure and general investment, with GoRaleigh- and GoTriangle-proposed projects receiving the most feedback.

This Informational Report was received as information.

5.5 Update to Public Participation Plan - Electronic Meetings

Bonnie Parker, MPO Staff

Requested Action: Receive as information.**Attachments:** [CAMPO Public Participation Plan 2020 Update draft redline version](#)
[CAMPO Public Participation Plan 2020 Update draft](#)

Ms. Bonnie Parker, CAMPO Staff reported on this item.

Ms. Parker stated that CAMPO follows both the Federal Highway Administration and the North Carolina state law guidance for Open Meetings.

Ms. Parker expressed that the Federal Highway Administration (FHWA) released guidance in April stating that MPOs may hold public meetings and accept public comments during meetings that are solely held online, or electronically, and that such information should be reflected in the MPO's Public Participation Plan (PPP). She explained that, out of an abundance of caution, MPO staff are recommending adding language to the PPP that specifically mentions the permissibility of electronic meetings, which includes the requirement of public notifications and means to access (view or listen to) meetings and requires the publicly posting of meeting materials.

Ms. Parker explained that the North Carolina Open Meetings Law, which the MPO also abides by as stated in the PPP, includes language enabling electronic meetings and voting. Also, in the fall of 2019, the Executive Board adopted an updated PPP that incorporated language related to online participation, however, that language did not address meetings that are solely held electronically - with no in-person option available.

Ms. Parker reiterated that the state Law passed on May 4, 2020 requires CAMPO Public Comment period to extend at least 24 hours after a public hearing has commenced during an active State of Emergency.

Ms. Parker concluded by stating that a Public Comment period will be open from May 1 - June 18, 2020, as any update to the PPP requires a 45-day public comment period. A public hearing will be held on June 17, 2020 and this item is anticipated to be considered for adoption by the Executive Board at their July 15, 2020 meeting.

Update to Public Participation Plan - Electronic Meetings Report was received as information.

6. Informational Item: Budget**6.1 Operating Budget - FY 2020**

Lisa Blackburn, MPO Staff

Requested Action: Receive as information.**Attachments:** [FY 20 Projected Budget QTR 3](#)

The Operating Budget Report was included in the agenda packet.

The Operating Budget Report was received as information.

6.2 **Member Shares FY 2020**
Lisa Blackburn, MPO Staff

Requested Action: Receive as Information

Attachments: [FY 20 Projected Member Dues QTR 3](#)

The Member Shares Report was included in the agenda packet.

The Member Shares Report was received as information.

7. Informational Item: Project Updates

7.1 TCC May 2020 Project Updates

Requested Action: Receive as information

Attachments: [TCC May 2020 Project Updates](#)

The Project Updates were included in the agenda packet.

The Project Updates item was received as information.

8. Informational Item: Staff Reports

CAMPO Executive Director Chris Lukasina stated:

-Delays to any additional projects are to be expected due to NCDOT funding issues.

CAMPO will post updates when received.

-With the recent change to state law regarding open meetings, CAMPO will explore possible options for more efficient ways to handle agenda action items that require an individual roll call. He informed all that a roll call is a requirement during federally declared emergency, and that if we are still in this situation in June a different approach may be taken.

-CAMPO has two requests posted on our website. The first, a Request for Qualifications for legal services is due on May 15, 2020. We have also posted a set of questions with that RFQ. The second, the Request for Proposals for the Bus on Shoulder Study is due on May 19, 2020. Mr. Lukasina stated that CAMPO should have a better idea with whom we will negotiate contracts before June 2020.

Mr. Lukasina provided updates to the Northeast area study. He stated that there will be two virtual public symposiums held on June 9, 2020 and June 13, 2020. Mr. Lukasina provided the project link www.NEASUpdate.com which provides additional information on how to become involved. He added that there is an online survey and interactive mapping tool there, and people should encourage others to visit this link as well. Questions may be directed to CAMPO staff member Brandon Watson.

- CAMPO will continue to monitor other agencies for better ways to engage the public for the foreseeable future. If anyone has suggestions please let CAMPO staff know so we may consider them.

-For increased efficiency regarding voting during virtual meetings held under a state declared emergency, CAMPO suggests participants who do not agree with a motion or second speak their objection when asked during the vote. Silence will be taken as an affirmative vote / agreement with motion and second for an action item.

Mr. Lukasina expressed appreciation for everyone's flexibility and that the virtual meeting had gone well.

TCC Chair - no report.

NCDOT Transportation Planning Division - no report.

NCDOT Division 4 – no report.

NCDOT Division 5 – no report.

NCDOT Division 6 – no report.

NCDOT Rail Division – absent.

NC Turnpike Authority – absent.

NCDOT Bicycle & Pedestrian Planning Division – absent.

Chair Andes Thanked everyone for their participation.

The Staff Reports item was received as information.

9. Adjournment

Upcoming Meetings/Events

<i>Capital Area MPO TAC Meeting One Bank of America Plaza 421 Fayetteville Street, Suite 203 Raleigh, NC 27601</i>	<i>May 20, 2020 4:00 - 6:00</i>
<i>Capital Area MPO TCC Meeting One Bank of America Plaza 421 Fayetteville Street, Suite 203 Raleigh, NC 27601</i>	<i>June 4, 2020 10:00 - noon</i>
<i>Capital Area MPO TAC Meeting One Bank of America Plaza 421 Fayetteville Street, Suite 203 Raleigh, NC 27601</i>	<i>June 17, 2020 4:00 - 6:00</i>
<i>Capital Area MPO TCC Meeting One Bank of America Plaza 421 Fayetteville Street, Suite 203 Raleigh, NC 27601</i>	<i>July 2, 2020 10:00 - noon</i>