

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

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

Wednesday, September 21, 2022

4:00 PM

Conference Room

1. Welcome and Introductions

Shelby Powell conducted Roll Call.

Quorum was met.

Present: 21 - William Allen III, Scott Brame, Vice Chair Vivian Jones, RS "Butch" Lawter, Blake Massegill, Sig Hutchinson, Lewis Weatherspoon, Glenn York, Porter Casey, Joe Deloach, Larry Smith, Georgana Kicinski, Corey Branch, Sean Mayefski, TJ Cawley, Bob Smith, Terry Mahaffey, Ken Marshburn, Russ May, Jessica Day, and Melvin Mitchell

Absent: 9 - Grady Hunt, Harold Weinbrecht, Art Wright, Montell Irvin, Ronnie Currin, Matt Mulhollem, Michael Schriver, Valerie Jordan, and Joe Geigle

2. Adjustments to the Agenda

There were no adjustments to the agenda.

3. Ethics Statement:

Chair Hutchinson read the ethics statement.

There were no conflicts.

4. Public Comments

Joe Milazzo, of RTA, signed up for public comment.

Mr. Milazzo informed the Board about the upcoming RTA Regional Transit Awareness Day. He provided the website info: Letsgetmoving.org to register.

5. Minutes

5.1 Minutes - Aug 17, 2022 Executive Board Meeting

Requested Action: Approve minutes

Attachments: [August Minutes](#)

Corey Branch motioned to approve August Executive Board minutes.

Will Allen motioned to second that motion.

This item was moved to the slate vote.

This item was approved by unanimous vote.

6. Consent Agenda

There were no items on the consent agenda.

End of Consent Agenda

7. Public Hearing

7.1 Amendment #9 to FY2020-2029 Transportation Improvement Program (TIP)

Alex Rickard, CAMPO Staff

Requested Action: Conduct a public hearing. Approve Amendment #9 to the FY2020-2029 Transportation Improvement Program.

Attachments: [Staff Report](#)
[CAMPO_TIP_Amendment9_combined](#)

Alex Rickard presented this item.

Mr. Rickard informed the Board that this was the second time seeing this item. He stated that these amendment included a few roadway projects that DOT is requesting a change of cost with. The Amendment had been out for Public Comment for 30 days.

Mr. Rickard stated that there were no public comments received on the amendment.

Chair Hutchinson opened the floor for comments and questions for the Board members.

Public hearing period was opened. No comments were made. Public hearing was closed.

Will Allen motioned to move item to slate vote. Blake Masegill motioned to second that motion.

Item was moved to the slate vote.

This item was approved by unanimous vote.

End of Public Hearings

8. Regular Agenda

8.1 Transit Asset Management Performance Measures & Targets for State of Good Repair

Crystal Odum, MPO Staff

Requested Action: Adopt the recommended 2023 Performance Measures and Targets for Transit Asset Management and State of Good Repair and sign the resolution.

Attachments: [Staff Report](#)
[ATTACHMENT B - Recommended 2023 Transit Asset Management Performance Targets](#)
[ATTACHMENT C - 2022 TAM Resolution for 2023](#)

Crystal Odum presented this item.

Ms. Odum gave a brief outline of the 2023 Transit Asset Management Performance Measures and Targets for State of Good Repair. She informed the Board that the targets had been open for public comments from August 19, 2022 through September 20, 2022.

She informed the Board that the recommended action for this item was to adopt the recommended 2023 Transit Asset Management Performance and Targets for State of Good Repair and to sign the resolution.

Will Allen motioned to move this item to the slate vote. Blake Massegill seconded that motion.

This item was moved to the slate vote.

This item was approved by unanimous vote.

8.2 FY2024-2033 Preliminary Draft State Transportation Improvement Program (STIP)

Alex Rickard, MPO Staff

Requested Action: Receive as information.

Attachments: [Staff Report](#)
[NCBOT STIP Update](#)
[STIP Release Timeline - Seasons With P7](#)

Alex Rickard presented this item.

Mr. Rickard stated that this item is about the creation of the 2024-2033 TIP for CAMPO. He informed the Board that this round is a bit different. Culling projects from STIP rather than adding new projects. Mr. Rickard stated that now we can afford everything in the previous STIP. He informed the Board that all of the projects that are all closer to construction will stay in the, but all projects that were further out in the process will most likely be subject for removal.

Chair Hutchinson opened the floor for questions and/or comments.

There were no questions.

This item was received as information.

8.3 CAMPO Organizational Study

Chris Lukasina, CAMPO Staff

Requested Action: Approve the recommended draft CAMPO Organizational Study.

Attachments: [Staff Report](#)
[CAMPO Organizational Study Summary](#)
[FINAL CAMPO Organizational Study Report](#)

Chris Lukasina presented this item.

Mr. Lukasina informed the Board that this item is a follow up to the presentation received last month.

Julie Brenman, of FountainWorks, presented refresher slides to the Board, reminding the Board of the newly adopted strategic plan. She reviewed methodology for developing the Organizational Study.

Ms. Brenman informed the Board that the survey results show high satisfaction with CAMPO performance. She also stated that members desire more services to be provided by CAMPO. She stated that CAMPO's current staffing is at a shortfall of four positions to continue to deliver existing service levels. She also stated that an additional 5-7 positions would be needed to meet the service levels adopted in the strategic plan.

Ms. Brenman also reviewed salary and compensation information, stating that staff positions are generally below the current market, with several positions significantly below the current market and that the study recommendations include making adjustments to rectify this issue.

Chair Hutchinson opened the floor for questions and/or comments.

Will Allen moved to approve this item. Georgana Kicinski motioned to second that motion.

This item was approved by unanimous vote.

8.4 FY 2023 Unified Planning Work Program - Amendment #1

Shelby Powell, MPO Staff

Requested Action: Receive as information.**Attachments:** [Staff Report](#)[FY 2023 UPWP - Amendment #1 DRAFT](#)[FY 23 UPWP Amendment #1 - Resolution of Adoption](#)

Shelby Powell presented this item.

Ms. Powell reviewed the Unified Planning Work Program, which includes the implementation of action items from the Organization Study in which was just adopted by the Board. She informed the Board that there were a few amendments and updates to the program.

Ms. Powell stated that the Unified Planning Work Program is our annual budget in which was adopted in February 2022. She stated that there are some clean up efforts taking place in order to address spending curves on existing projects and new data received. CAMPO is adjusting some budgets to some special studies and increasing the FY 23 budget of the US 401 Corridor Study so that it can continue additional work that was directed by the Board last year.

Ms. Powell also stated that CAMPO is now reflecting an accurate FY 23 Wake Transit Work Plan budget, and that CAMPO is also including some federal transit planning funds for GoRaleigh and GoTriangle. She stated that there were adjustments made to the budget to do some maintenance on Non-Motorized Data Volume Count program data counters.

Ms. Powell stated that this item is out for a 30 day public comment period that had begun September 19, 2022 and will end October 18, 2022.

Chair Hutchinson opened the floor for questions and/or comments.

There were no questions or comments.

This item was received as information.

8.5 Wake Transit Work Plan Amendment Policy Update

Stephanie Plancich, CAMPO

Requested Action: Receive as information.**Attachments:** [Updated Wake Transit Work Plan Amendment Policy \(Board Review Draft\)](#)

Stephanie Plancich presented this item.

Ms. Plancich informed the Board that CAMPO had been working with the TPAC and members of the sub committees for the past several months to draft an update to the Wake Transit Work Plan Amendment Policy. She stated that the current policy was adopted in 2018, and an update was deemed necessary due to gaps found in the guidance over the last two years.

Ms. Plancich gave an overview of some changes to policy and process changes. She stated that amendment list will now be grouped primarily by operating versus capital rather than major versus minor. Moving forward all amendment requests will be reviewed at joint Budget and Finance and Planning & Prioritization subcommittee meetings. She informed the Board that they have recommended adding a special amendment request cycle for capital project period of performance extensions will be developed. There was an added guidance for GoTriangle staff who play a role in processing Work Plan amendments, and a n added notation for who will process updates to the processes when needed in the future. The amendment included more information on the joint meeting review and recommendation process.

Ms. Plancich also informed the Board that an appendix for the roles and responsibilities information was created. This appendix included new language that would allow for agreed upon changes to be made to stated roles and responsibilities without it triggering a full policy amendment.

Ms. Plancich gave the Board a summary of the Community Engagement which was August 15th though the 30th of 2022. She stated that there was a 14 day comment period and posted to www.goforwardnc.org and CAMPO's and TPAC's websites. Emails were sent out to stakeholders. Through out the two week period, it was posted on social media as well.

There were no comments received from general public during the comment period. She stated that at the end of the comment period, following a comment by Shelby Powell, of CAMPO, informing the TCC of a grant awarded to an agency, CAMPO staff suggested that additional language to be added to the draft policy to provide guidance on when amendment requests should be submitted if or when project sponsors are awarded outside funding Wake Transit programmed investments. In result, the following verbiage has been added to the draft for review:

It is anticipated in the Wake Transit Work Plan financial model that project sponsors will seek or otherwise receive project funding from non-Wake Transit sources. This would trigger a return of programmed funds to fund balance or a change in budgeted reserve, which is classified as a major amendment. Project sponsors shall submit an amendment request form to remove or modify their funding request within 2 quarters of financial award confirmation.

Ms. Plancich stated that she will be presenting this item to GoTriangle O&F draft review on October 6, 2022; Then presented to the TCC on October 6, 2022.

Chair Hutchinson opened the floor for questions and/or comments.

Will Allen asked for clarification on the meaning of the "added" verbiage.

Ms. Plancich responded stating that the verbiage is not referencing funds that are to fill gaps or fund additional phases. She clarifies stating that the desired request is that once you have confirmation that you have funds to replace programmed funds for Wake Transit, that you would return the money in a reasonable amount of time to be able to fund other projects.

Will Allen expressed his concern that one may misunderstand the verbiage.

Ms. Plancich informed Mr. Allen that she would take a look at the "added" verbiage and edit as needed to provide clarification.

This item was received as information.

9. Informational Item: Budget

9.1

Requested Action: Receive as information.

Attachments: [Q4 Budget Projection FY 2022](#)

This item was received as information.

9.2

Member Shares FY 2022

Lisa Blackburn, MPO Staff

Requested Action: Receive as Information

Attachments: [Q4 Member Dues Projection FY 2022](#)

This item was received as information.

10. Informational Item: Project Updates

This item was received as information.

10.1

Project Updates - September 2022

Requested Action: Receive as information.

Attachments: [September Project Updates](#)

This item was received as information.

10.2

Public Engagement Updates

Bonnie Parker, MPO Staff

Requested Action: Receive as information.

Attachments: [Ex. Board Public Engagement Updates 2022 09 14](#)

This item was received as information.

11. Informational Item: Staff Reports

MPO Director:

Chris Lukasina informed the Board that the bi-annual region wide Household Travel Survey begins next week. He stated that invitations were sent out to participants.

Mr. Lukasina stated that the registration for the Triangle Bicycle and Pedestrian Workshop is now open. The workshop will be taking place October 14, 2022 in Clayton. It will be a 1/2 day event.

The registration for the North Carolina Bike Walk Summit is also open; Which is a 2 day event and being held in Greensboro.

He reminded the Board that the One Call For All was opened by the Executive Board last month, it remains open through the end of October.

Mr. Lukasina requested that all jurisdictions be provided by the deadline. All of this was information was sent out via email.

He gave updates on the CAMPO move, and expressed that there has been progress; Also, that CAMPO is currently working on making a smooth transition to the new Leading Planning Agency (LPA). A draft LPA agreement is being reviewed by the Town of Cary, and there is a hope to get the draft agreement to the Board in October. But, he doesn't want to promise that until we get closer to that time.

Chair Hutchinson opened the floor for questions.

There were no questions asked.

NCDOT Division 4

Jennifer Collins reminded the Board that Division 4 has their open comment session the week October 17th.

NCDOT Division 5

Brandon Jones stated that Division 5's Draft STIP drop in sessions will be in Durham at their Division office on October 10-14, 2022. Individuals will be able to make online public comments online. Mr. Jones updated the Board stating that I-40 traffic was placed on the Jones Franklin Bridge on August 27, 2022 with a continued effort to demolish the existing bridge and widen the bridge further.

Hillsborough Blue Ridge Project is still preparing for the closing of Blue Ridge Road at the railroad crossing on October 24, 2022. That would start the 2 year closure for Blue Ridge Road. The Hillsborough Street intersection will be closed late this year, early next year. Airport Blvd. I-40 Version Diamond Interchange Project closed the ramps on the west side of the interchange on September 6th and 7th for 105 days. Next year the same thing will be done on the opposite side of the interchange as they work toward completing this project.

NCDOT Division 6:

Darius Sturdivant gave an update on the R5705 project which is the NC 55 Bypass Project in Harnett and Wake Counties. The B section of that project which is the NC 55 bypass from NC 210 in Harnett County to Jicarilla in Wake County letting is scheduled for October.

The A section of that project which is the 55 Bypass from Oak Grove to 210 project letting is scheduled for March of 2023.

Mr. Sturdivant reminded the Board of the Division 6 Draft STIP public drop in meeting will be held at the Division office the week of October 3-7th, 2022. Staff will be available Monday through Friday during normal business hours of 8am to 5pm to answer any questions concerning the Draft STIP or any projects across the Division. Opportunity is available online if you cannot attend in person.

Chair Hutchinson reiterated that it is LAPP season, stating that this is the opportunity to put in projects by the end of October deadline. Mr. Hutchinson congratulated Congress woman Debra Ross and Congressman David Price on being awarded the \$35M for BRT.

12. Adjournment

Upcoming Meetings/Events