

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

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

Thursday, November 1, 2018

10:00 AM

Conference Room

1. Welcome and Introductions

Chairman Ben Howell welcomed all attendees to the meeting.

- Present:** 22 - Eric Lamb, Chair Benjamin Howell, Michael Frangos, John Hodges-Copple, Deans Luana, David Keilson, Sandi Bailey, Sean Johnson, Shannon Cox, Darius Sturdivant, Mark Eatman, Suzette Morales, Juliet Andes, Tim Bender, Andy Thomas Jr., Tim Gardiner, David DeYoung, Jimmy Eatmon, Geoff Green, Bill Marley, Keith Holliday, and Aaron Levitt
- Absent:** 23 - Rich Cappola, Scott Hammerbacher, Ken Bowers, Justin Jorgensen, Danny Johnson, David Bergmark, Jay Sikes, Ellis Cayton, Bob Clark, Paul Kellam, Het Patel, Tim Jacobs, Richard Campbell, Kelly Blazey, Tansy Hayward, Chris Hills, Adam Mitchell, Cathy Reeves, Jason Myers, Terry Nolan, Patrick Reily, Tim Brock, and Mark Hetrick

2. Adjustments to the Agenda

There were no adjustments made to the agenda.

3. Public Comments

No members of the public signed up to speak.

4. Minutes

4.1 Meeting Minutes

Attachments: [TCC Minutes - Oct. 4, 2018](#)

Minutes were included in the agenda packet.

A motion was made by Member John Hodges-Copple, seconded by Member David DeYoung, that this item be approved. The motion carried by a unanimous vote.

5. Regular Business

5.1 **FY2018-2027 Transportation Improvement Program Amendment #5**
Gretchen Vetter, MPO Staff

Attachments: [TIP Amendment #5](#)

Chris Lukasina, MPO Staff, reported on this item. The proposed amendment was included in the agenda packet attachment. Geoff Green asked for clarification on how to read the attachment. Chairman Howell noted that the attachment includes the original TIP and the TIP after the amendment.

A motion was made by Member Geoff, Green, seconded by Member David DeYoung, that this item be recommended for approval to the Executive Board. The motion carried by a unanimous vote.

5.2 **Bus Rapid Transit Evaluation Framework Results**
Adam Howell, MPO Staff

Attachments: [MIS - BRT Evaluation Results](#)

Adam Howell, MPO Staff, reported on this item. Mr. Howell explained the corridors being evaluated for Bus Rapid Transit (BRT) under the Wake Transit Program. The recent Major Investment Study (MIS) work has evaluated each of the corridor alternatives against an Evaluation Framework. Mr. Howell noted that the movement of BRT within and through downtown Raleigh and downtown Cary is being studied separately through downtown mobility studies being conducted by those towns. Mr. Howell explained the goals of the study, and highlighted the 15 criteria that were evaluated for each corridor. The criteria are ranked 1 through 3 with 1 being "high" and 3 being "low." It is important to note that a "low" rank is only low in relativity to the other corridors on any specific criteria; all BRT corridors were found to have independent value and utility. Member Tim Gardiner asked what the Executive Board and GoTriangle Board of Trustees would be doing with this document and asked that the evaluation framework be presented as a technical document consistent with how other technical documents were presented to the Boards.

A motion was made by Tim Bender, seconded by Member Eric Lamb, that this item be recommended for approval to the Executive Board. The motion carried by a unanimous vote.

5.3 Bus Rapid Transit Project Sponsor Designation and Corresponding FY 2019 Wake Transit Work Plan Amendment

Bret Martin, MPO Staff

Attachments: [Att A - BRT Project Sponsor Justification Memo](#)
[Att B - CAMPO BRT Project Sponsor Request Letter](#)
[Att C - Project Sponsor Acceptance from City of Raleigh](#)
[Attachment D - FY 2019 Q2 Work Plan Amendment Package](#)

Bret Martin, MPO Staff, reported on this item. Mr. Martin explained that the upcoming TIP Amendment presented earlier in the meeting will include elements of assigning a project sponsor to the BRT project because it will allocate funding to the City of Raleigh as project sponsor. This will be covered under the TIP Amendment public hearing set for November 14, 2018. Mr. Martin stated that this item is coming to the TCC today because a decision on project sponsorship needs to be made in order to get a BRT project into the project development pipeline in 2019. The project sponsor for BRT is expected to be working with other partners through the concurrence framework to move the project forward. Mr. Martin referenced a memo from the MIS Consultant Team that outlines reasons that Raleigh should be appointed as project sponsor for delivering the BRT elements of the Wake Transit Plan. The Executive Board has sent a request to the City Council to consider acting as project sponsor, and the City Council responded affirmatively to that request. The City prepared a document outlining how the BRT project will move from the MIS phase into project development for small starts. Mr. Martin reminded the group that for a project to be considered for small starts, it must have a total cost of less than \$300M and a funding request of less than \$100M. He also noted that the FTA small starts program development is considered for a project going through full engineering. The first step for Raleigh is to get a project into FTA approval for entering project development. Member John Hodges-Copple asked if there was a two year clock for doing NEPA like there was on the Durham-Orange Light Rail Project. Mr. Martin responded that no, the project must show forward progress though.

The schedule for moving the project forward is November 2018 - April 2019, the City will work on developing BRT programming to specify which projects will move forward in which order. They must work with FTA on this. Then in Winter 2019 the City will enter into project development. This item will also require a Wake Transit Work Plan amendment to allocate \$4.3M to Raleigh for alternatives refinement and project development for BRT.

Mr. Martin also provided an update on the Commuter Rail element of the Wake Transit Plan, noting that the CAMPO Executive Board issued an invitation to GoTriangle to consider serving as project sponsor for Commuter Rail. The GoTriangle Board of Trustees accepted the invitation and is looking to provide clarity on how they will move the project forward prior to the CAMPO Executive Board making the official project sponsor designation. This follows the same process used to consider designating Raleigh as the BRT project sponsor.

Mr. Martin asked the TCC to recommend that the Executive Board consider an action that would approve (1) the City of Raleigh to be designated as project sponsor for one or more BRT project corridors, or a combination thereof (subject to the guidance of the FTA), that can be derived from and that includes the full extent of the MIS Study corridors; and (2) the corresponding FY 2019 Wake Transit Work Plan Amendment to appropriate \$4,351,545 in Wake Transit revenues to the City of Raleigh to undertake BRT alternatives refinement and project development.

A motion was made by Member Eric Lamb, seconded by Juliet Andes, that this item be recommended for approval to the Executive Board. The motion carried by a unanimous vote.

5.4

Wake Transit Community Funding Area Program Management Plan

Bret Martin, MPO Staff

Attachments: [Attachment A - Community Funding Area Program Management Plan](#)

Bret Martin, MPO Staff, reported on this item. Mr. Martin reviewed the Community Funding Area (CFA) Program Management Plan (PMP) that has been developed by a consultant working through a broad-based technical steering committee. He noted that the program has funding allocated to it in FY 2019 to begin local planning work, and in FY 2020 for planning work and project implementation. There will be a public hearing on November 14, 2018 for the PMP.

Mr. Martin reviewed the elements of the PMP, including eligibility criteria, program development, application process, prioritization process, and program management and oversight. The development of the PMP has resulted in additional funding being allocated to the overall CFA program. The funding was allocated based on information from the peer reviews, the market analysis of the eligible areas, and initial available funding for the CFA program in the Wake Transit Plan financial model. The funding was recommended to increase from \$7.75M to \$9.2M. Of that, \$150,000 is allocated for technical assistance and planning. While overall a 50% match is required for communities to participate in the CFA program, that match can be considered via in-kind staff contributions if certain conditions are met. The services funded through the program will be subject to mid-year and annual reviews to ensure performance targets are being met or are on target to be met in the specified time frame. The performance targets for the CFA projects are slightly different from those developed for regular Wake Transit bus service.

GoTriangle Board of Trustees will consider approving the PMP at its November 28, 2018 meeting. CAMPO Executive Board is expected to consider approving the PMP at its November 14, 2018 meeting. If both approvals go according to schedule, the call for projects for FY 2019 and FY 2020 will open on November 29, 2018.

A motion was made by Member Shannon Cox, seconded by Alternate Deans Luana, that this item be recommended for approval to the Executive Board. The motion carried by a unanimous vote.

5.5 Wake Transit Public Engagement Policy

Bonnie Parker, MPO Staff

Attachments: [Wake Transit Public Engagement Policy](#)

Bonnie Parker, MPO Staff, reported on this item. Ms. Parker noted that CAMPO has been acting as lead agency in the development of this over-arching Wake Transit public engagement policy. She reviewed the task at hand, explaining the difference between this policy and individual public engagement plans. This task has three components - the main policy, a technical toolkit and an implementation guidebook. These three elements were reviewed, and the guidebook and toolkit will be maintained by the TPAC or the TPAC Public Engagement and Communications subcommittee. Ms. Parker reviewed the guiding principles for public engagement for Wake Transit, and outlined the applicability of this policy. A draft of this will be shared with community stakeholders for feedback and input. A public hearing on the draft will be opened by the CAMPO Executive Board on November 14, 2018, and will likely remain open until January. Action to adopt the policy will be taken in January.

This item was received as information.

5.6 Performance Measures and Target Updates

Alex Rickard, MPO Staff

Attachments: [Safety Performance Measures & Targets](#)
[Pavement, Bridge and Travel Time Performance Measures & Targets](#)

Alex Rickard, MPO Staff, reported on this item. Mr. Rickard reviewed the performance targets that were required of MPO's by the FAST Act. There are 18 measures in four categories. The categories are safety, pavement and bridge condition, system performance and transit asset management. The MPO has 180 days from the adoption of the state performance targets to either adopt MPO-specific targets or choose to support the state's targets. Mr. Rickard referred attendees to the MPO's website for additional information on the targets.

CAMPO approved supporting the state's safety targets last year; staff recommends doing the same this year. There are new targets in the pavement and bridge conditions and system performance categories. Mr. Rickard reviewed the targets adopted by the state for those, and recommended that the MPO consider supporting the state's targets for these as well.

A motion was made by Juliet Andes, seconded by Member David DeYoung, that this item be recommended for approval to the Executive Board. The motion carried by a unanimous vote.

5.7 LAPP Project Adjustment
 Gretchen Vetter, MPO Staff

Attachments: [LAPP Project Adjustment](#)

Chris Lukasina, MPO Staff, reported on this item. For project C-5604IB, the White Oak Creek Greenway, the Town of Cary has requested additional funding of \$1.85M to be matched with local funds in the amount of \$1.85M. This is due to rising construction costs and construction management costs since the project was originally estimated. Chairman Ben Howell asked if this additional cost would have affected the score of the project during original LAPP scoring. Mr. Lukasina reported that it would not have substantively altered the scoring or funding for the project. Member John Hodges-Copple requested that the MPO track costs and cost increases for LAPP projects over time.

A motion was made by Member Eric Lamb, seconded by Tim Bender, that this item be recommended for approval to the Executive Board. The motion carried by a unanimous vote.

**5.8 2045 Metropolitan Transportation Plan (MTP) Amendment
 FY 2018-2027 Transportation Improvement Program (TIP) Amendment
 Air Quality Conformity Determination**
 Alex Rickard, CAMPO Staff

Chris Lukasina, MPO Staff, reported on this item. Mr. Lukasina reported that the MPO is back in the realm of needing to do air quality conformity analysis on the MTP and TIP Amendments. Most of the technical modeling work has been done, and several TIP amendments have been pending processing waiting for this work to be done. Updated conformity determination documents will be made available for public review on December 1, 2018, and a public and agency comment period will open once the documents are available. A public hearing will be held on January 16, 2019 and the Executive Board will consider adoption of the report at its January 16, 2019 meeting.

A motion was made that this item be received as information. The motion carried by a unanimous vote.

6. Informational Item: Budget

6.1 Operating Budget - FY 2018
 Lisa Blackburn, MPO Staff

Attachments: [FY 2018 PROJECTED Budget QTR 4](#)

This information was presented in an attachment to the agenda packet.

This Informational Report was received as information.

6.2 Member Shares - FY 2018
 Lisa Blackburn, MPO Staff

Attachments: [FY 2018 PROJECTED Member Dues QTR 4](#)

This information was presented in an attachment to the agenda packet.

This Informational Report was received as information.

7. Informational Item: Project Updates

7.1 Project Updates

Attachments: [Project Updates](#)

This information was presented in an attachment to the agenda packet.

This Informational Report was received as information.

8. Informational Item: Staff Reports

Chris Lukasina, MPO Executive Director - CAMPO is in the process of hiring a new Administrative Assistant to fill the position vacated when Valorie Lockhart retired. The new employee is expected to start on November 14, 2018. Interviews are underway for the vacant Transportation Planner and Travel Demand Modeler positions. The call for sessions for the annual NC Association of MPO's conference opens November 1. The conference will be held in Charlotte in April 2019. The CAMPO and DCHC MPO Executive Boards met jointly on October 31, 2018 to discuss policy priorities and receive updates on regional projects. Staff at the MPO is working with Triangle J COG staff to further develop the policy priority documents. Those will be shared with the TCC when they are in final draft form.

Ben Howell, TCC Chair - There is no business to attend to in December, so the December TCC meeting is cancelled. In January, elections for Chair and Vice Chair of the TCC will be held. Mr. Howell is at his term limit, so there will need to be new leadership for the TCC. Any TCC members interested in serving should contact MPO staff.

Mark Eatman, Transportation Planning Division - no report

Jimmy Eatmon, Division 4 - no report

David Keilson, Division 5 - There will be a public meeting from 4:00 - 7:00 tonight for the US 70 project from I-540 to Lynn Rd in Durham.

Darius Sturdivant, Division 6 - There will be a public meeting on the NC 55 project at the Angier Baptist Church on November 15. The local officials review will be from 2:00 to 3:00 p.m. and the public meeting will be from 4:00 to 7:00 p.m.

NCDOT Rail Division - Not in attendance.

Keith Holliday, NC Turnpike Authority - no report

9. Adjournment

There being no further items on the agenda, the meeting was adjourned.

Upcoming Meetings/Events

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