

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

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

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Wednesday, November 16, 2016

4:00 PM

Conference Room

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Minutes were approved at the January 18, 2017

## **1. Welcome and Introductions**

*Executive Board Chair Dick Sears opened the meeting with a Welcome and Introduction with Matt Calabria, Wake County introducing himself.*

**Present:** 17 - Matt Calabria, Chair Dick Sears, Vice Chair Harold Weinbrecht, John Byrne, Mark Stohlman, Nancy McFarlane, Nancy McFarlane, Vivian Jones, Vivian Jones, Don Bumgarner, Tom Jackson, Lewis Weatherspoon, Lewis Weatherspoon, Ronnie Williams, Ronnie Williams, William Allen III, and Frank Eagles

**Absent:** 15 - Michael Grannis, Gordon Springle, Gordon Springle, Gus Tulloss, Terry Hutchens, Terry Hedlund, John Sullivan, Perry Safran, Perry Safran, Art Wright, James Roberson, James Roberson, Virginia Gray, Jeff Sheehan, and Jeff Sheehan

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

*Item 7.3 was added to the Agenda under Regular Business - Executive Board Bylaws Amendments & Updates*

## **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.*

## **4. Public Comments**

*No public comments were made.*

## **5. Minutes**

### **5.1 Executive Board minutes: October 19, 2016 meeting**

**Requested Action:** Approve the October 19, 2016 meeting minutes.

**Attachments:** [Executive Board minutes: October 19, 2016 meeting](#)

*Minutes from the October 19, 2016 Executive Board meeting.*

**A motion was made by Board Member Don Bumgarner, seconded by Board Member Mark Stohlman, that this item be approved. The motion carried by a unanimous vote.**

## **6. Public Hearing**

*Mayor Sears opened the Public Hearing.*

- 6.1** Title VI, Minority, Limited English Proficiency (LEP) and Low Income Public Outreach Plan Update  
Paul Black, MPO Staff

**Attachments:** [Title VI Plan](#)  
[Appendix](#)

*Paul Black discussed the Title VI and Limited English Proficiency Plans, noting that these were created in conjunction with DCHC MPO and NCDOT, and had received review by federal agencies as well. There were no comments submitted by the public during the public comment period or at the public hearing.*

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

## **End Public Hearing**

*Mayor Sears closed the Public Hearing.*

## **7. Regular Agenda**

- 7.1** FY 2017 NCDOT Bicycle and Pedestrian Planning Grant Applications  
Kenneth Withrow, MPO Staff

**Attachments:** [NCDOT Bicycle & Pedestrian Planning Grant Resolutions of Support](#)

*The NCDOT Division of Bicycle and Pedestrian Transportation, along with the Transportation Planning Branch provide funding grants totaling \$400,000 to municipalities throughout the state. The funds for this program are from earmark funds specifically set aside for bicycle and pedestrian planning. The Towns of Apex and Archer Lodge are submitting applications directly to the Division of Bicycle and Pedestrian Transportation as of November 10, 2016 for the FY 2017 "Call" for projects. An endorsement by the CAMPO Executive Board is required by NCDOT as of December 31, 2016. The resolution to endorse the submitted applications from the Towns of Apex and Archer Lodge for NCDOT's Bicycle and Pedestrian Planning Grant Initiative is attached.*

**A motion was made by Board Member John Byrne, seconded by Board Member Ronnie Williams, that this item be adopted. The motion carried by a unanimous vote.**

## 7.2 Wake Transit Plan Implementation Update and Presentation of FY 2017 Wake Transit Work Plan

Bret Martin, MPO Staff

**Attachments:** [FY 2017 Wake Transit Work Plan - TPAC Rec](#)

*As noted in previous Executive Board meetings, the Wake County Transit Planning Advisory Committee (TPAC) held multiple meetings during the summer and into the fall to develop its operational structure, formats for its ongoing work products, and technical programming and budgeting recommendations related to Wake Transit Plan implementation. The TPAC is currently in the process of developing the FYs 2017 and 2018 Wake Transit Work Plans for recommendation to the CAMPO Executive Board and GoTriangle Board of Trustees. The TPAC took action on a recommendation of the FY 2017 Wake Transit Work Plan at its November 9th meeting. Following is a draft schedule for the CAMPO Executive Board's and GoTriangle Board of Trustees' consideration of the recommended FY 2017 Wake Transit Work Plan:*

Action	Date
TPAC Recommendation to Governing Boards	Nov. 9, 2016
Draft Presented to CAMPO Executive Board as Information Only	Nov. 16, 2016
GoTriangle Board of Trustees Consideration of Approval	Dec. 14, 2016
CAMPO TCC Consideration of Recommendation to Executive Board	Jan. 5, 2017
CAMPO Executive Board Consideration of Approval	Jan. 18, 2017

*As noted in the draft schedule, the TPAC-recommended FY 2017 Wake Transit Work Plan is being presented to the Executive Board at its November 16th meeting as information only and is proposed to return to the Executive Board for final consideration of approval after being reviewed by the TCC in January. A draft of the FY 2018 Work Plan will remain in a developmental state until May 2017, when it is scheduled to move forward for consideration by the governing boards.*

*One major component of annual work plans is the formal agreement structure within which all beneficiaries of tax district proceeds will be expected to operate in their execution of Wake Transit Plan implementation activities. In addition to a presentation of the FY 2017 Wake Transit Work Plan, staff will provide an overview at the Executive Board meeting of this structure and what participating agencies and municipalities can expect with regard to these agreements as the FY 2018 Work Plan is developed. Staff will also provide an overview of other ongoing Wake Transit Plan implementation activities, including the on-call transit planning services task work program for FY 2017.*

**This report was received as information.**

**7.3 Executive Board Bylaws Amendments & Updates**

Shelby Powell, MPO Staff

**Requested Action:** Receive as information.**Attachments:** [Executive Board Bylaws Amendments](#)

*The Bylaws for the Executive Board have not been updated officially since 2012. This update to the Bylaws proposes adding the Town of Archer Lodge to the voting membership and weighted voting roster with one vote. The update also reflects current population in the 1/10,000 population weighted voting structure. The update also changes the term limit for Chair and Vice Chair from two consecutive terms to three consecutive terms. Other minor grammatical and clarifying adjustments have been made as well. All changes can be viewed in the attachment. The Board will be asked to vote on the changes to the Bylaws at the January 18, 2017 meeting.*

This miscellaneous item was received as information.

**8. Informational Item: Budget****8.1 Operating Budget -2017**

Lisa Blackburn, MPO Staff

**Requested Action:** Receive as information**Attachments:** [FY 17 PROJECTED Budget QTR 1](#)

This report was received as information.

**8.2 Member Shares - FY 2017**

Lisa Blackburn, MPO Staff

**Requested Action:** Receive as information.**Attachments:** [Member Dues Projection QTR 1 FY2017](#)

This report was received as information.

**9. Informational Item: Project Updates****9.1 Project Updates****Requested Action:** Receive as information.**Attachments:** [Project Updates](#)

This report was received as information.

**10. Informational Item: Staff Reports**

*Mr. Lukasina stated that CAMPO will be having a Joint meeting with DCHC on November 30, 2016 at The Friday Center in Chapel Hill, NC starting at 9:00am. An agenda will go out this week with details of the meeting.*

*Mr. Lukasina stated that SPOT 4.0 has finished up with activities from the Executive Board and now waiting on Division needs and once draft has been received from NCDOT the TIP & STIP is expected by January to have a full draft of the TIP & STIP. NCDOT will be coordinating a meeting to go over the TIP & STIP to make sure that everything is in alignment.*

*This meeting will be held in mid-February or early March depending on everyone's availability for final release of the TIP & STIP.*

*Mr. Lukasina also stated that in a few months CAMPO will have a draft of new submittals for SPOT 5.0 that come every two years. The next round of LAPP project submittals has passed & CAMP has been reviewing submittals. The LAPP panel selection group will be meeting early December to develop recommendation to go to TCC and then go to the Executive Board in January 2017 for the FFY 2018 LAPP projects and also at the same time for special potential studies in next year's work program. CAMPO received a few interesting ideas which may be accommodated within the Hot Spot Program this year. At the January meeting CAMPO will present the draft FFY 2018 UPWP. Formal action on the UPWP will not occur until February or March.*

*TCC Chair - Absent*

*NCDOT Transportation Planning Branch - Absent*

*NCDOT Division 4 - 571 sites, 60 roads washed out, 177 sites in Johnston County and 35 roads still out.*

*NCDOT Division 5 - No Report*

*NCDOT Division 6 - Harnett County CTP Public meeting November 17, at the Lillington Community Center and November 22, at Coats Town Hall from 4:30pm - 7:00pm.*

*NCDOT Rail Division - Absent*

*NC Turnpike Authority - Absent*

*Executive Board Members - Mayor Sears cancelled the December Executive Board meeting.*

**These items were received as information.**

**11. Adjournment**