

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

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

Thursday, May 4, 2017

10:00 AM

Conference Room

Minutes were approved at the June 1, 2017 meeting

1. Welcome and Introductions

Present: 40 - Tim Maloney, Tim Gardiner, Vice Chair Kendra Parrish, Coley Price, Berry Gray, Rupal Desai, Justin Jorgensen, Chair Benjamin Howell, Danny Johnson, David DeYoung, Darcy Downs, John Hodges-Copple, David Keilson, Mark Edmonson, Patrick McDonough, Barry Baker, Mark Wilson, Jimmy Eatmon, Adam Mitchell, Shannon Cox, Mike Kennon, Michael Frangos, Jason Myers, Jay Sikes, Juliet Andes, Joe Bailey, Jason Brown, Sean Johnson, Darius Sturdivant, Brandon Watson, Matt Day, Dirk Siebeubedt, Tim Jacobs, Jerry Jensen, Matt Keough, Daryl Vreeland, Bynum Walter, MacKenzie Day, Bob Clark, and Scott Hammerbacher

Absent: 7 - Eric Lamb, David Bergmark, Adam Howell, Jeff Triezenberg, Sandi Bailey, Michael Rogers, and Ken Bowers

2. Adjustments to the Agenda

There were no adjustments to the agenda

3. Public Comments

No public comments were received.

4. Minutes

This was approved.

4.1

TCC Minutes: April 6, 2017 meeting

Attachments: TCC Minutes for April 6, 2017

A motion was made by Vice Chair Kendra Parrish, seconded by Member David DeYoung, that this item was approved. The motion carried by a unanimous vote.

5. Regular Business

5.1 FY 2016-2025 TIP Amendment #6

Shelby Powell, MPO Staff

Requested Action: Receive as information.**Attachments:** [TIP Amendment #6 4-26-17](#)
[Adoption Resolution](#)

NCDOT's STIP Unit notified the MPO of amendments to the 2016-2025 State TIP. The MPO should update the TIP to reflect these changes in order to meet federal regulations stating that the TIP and STIP must be identical. Additionally, amendments to the 2016-2025 TIP are necessary to accommodate funding for the addition of one FFY 18 LAPP Projects, GoRaleigh's Certified Natural Gas fueling station.

Staff released FY 2016-2025 Transportation Improvement Program - Amendment #6 for public review and comment from May 4, 2017 to June 5, 2017 and scheduled a public hearing at the June 21, 2017 Executive Board meeting.

Received as information.

5.2 FY 18 Wake Transit Work Plan, Public/Agency Comment Summary, and Financial Policies

Bret Martin, MPO Staff

Requested Action: Receive as information and open a public hearing on the TPAC-recommended FY 2018 Wake Transit Work Plan

Attachments: [Att A - Draft FY 2018 Wake Transit Work Plan](#)
[Att C - Wake Transit Financial Policies and Guidelines](#)
[Attachment B - FY 18 Work Plan Agreement Structure](#)

At its February 15, 2017, meeting, the Wake County Transit Planning Advisory Committee (TPAC) released a draft FY 2018 Wake Transit Work Plan to be reviewable for agency and public comment from February 17th through April 3rd, 2017 (a 45-day public comment period). Following the April 3rd public/agency comment period deadline, the TPAC considered the incorporation of public and agency comments received that are feasible to implement in FY 2018 and made adjustments to the work plan to reflect these suggested action items. The TPAC also made additional budget and project description refinements to the work plan based on updated information received during the months following the release of its initial public review draft.

The Wake County TPAC then recommended a final FY 2018 Wake Transit Work Plan (Attachment A) to the CAMPO Executive Board and GoTriangle Board of Trustees at its April 25th regular meeting for consideration by those boards in June. In addition to the FY 2018 Wake Transit Work Plan, the TPAC produced and recommended a final public and agency comment summary for the work plan (Attachment B), as well as Wake Transit implementation financial policies and guidelines to set parameters and rules for future work plan development to address issues of fund balance and liquidity, debt, billing, payment and reimbursement (Attachment C). Attachments A, B and C will be provided to the TCC by Tuesday, May 2nd in advance of the TCC's May 4th meeting.

The FY 2018 Wake Transit Work Plan, associated public/agency comment summary, and Wake Transit implementation financial policies and guidelines will be released for a 30-day CAMPO public comment period by May 2nd to run through June 1st. These materials will then be forwarded to the TCC for consideration of recommendation to the Executive Board at the TCC's June 1st meeting. The Executive Board will then consider approval of the FY 2018 Wake Transit Work Plan at its June 21st meeting.

Annual Wake Transit Work Plans contain a number of elements that work to authorize and institutionalize Wake County Transit Plan implementation investment decisions, including:

- 1) Annual operating and capital budgets and corresponding ordinances;*
- 2) Annual updates to a 10-year multi-year operating program for future operating expenditures;*
- 3) Annual updates to a 10-year capital improvement plan for future capital expenditures;*
- 4) Annual updates to the transit plan's supporting financial plan and model assumptions; and*
- 5) Capital and operating funding agreements that support and are supported by the annual budgets.*

For the April 25th TPAC-recommended FY 2018 Wake Transit Work Plan, all of the aforementioned elements are included in Attachment A with the exception of the annual capital and operating funding agreements, which are currently under development and will

be included in the final recommended FY 2018 Wake Transit Work Plan before it is considered by the governing boards. High-level details of the FY 2018 Wake Transit Work Plan, Wake Transit financial policies and guidelines, and the work plan public/agency comment summary will be presented to the TCC at its May 4th meeting.

Received as information.

5.3 FYs 2017 and 2018 Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) Program Project Selection

Bret Martin, MPO Staff

Requested Action: Consider endorsement of the FYs 2017 and 2018 program of Section 5310 projects as recommended by the Executive Board for approval.

Attachments: [Att A - FYs 2017 and 2018 Section 5310 Program of Projects](#)

Each year, the Raleigh Urbanized Area (UZA) is apportioned formula grant funding by the Federal Transit Administration (FTA) for the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities program. Section 5310 funds are available for capital and operating expenses that support the provision of transportation services to meet the specific needs of elderly persons and persons with disabilities. The City of Raleigh/GoRaleigh, the federally recognized designated recipient of Section 5310 funding for the Raleigh UZA, and CAMPO developed and adopted a program management plan in June 2015 that lays out the policies and procedures for project selection, funding distribution and administration of projects supported by the funding.

In accordance with the program management plan, for FYs 2017 and 2018 GoRaleigh administered a call for eligible projects from March 9, 2017, through April 7, 2017, to solicit applications for projects that would make use of the Raleigh UZA's Section 5310 funding. To assist potential applicants with the application process and an understanding of project eligibility, an application workshop was held March 16, 2017, and a recorded Power Point presentation/webinar was available on GoRaleigh's website during the call for projects period. A total of \$1,177,865 is available to be awarded for eligible projects for the FYs 2017 and 2018 call.

In response to the call for projects, a total of five (5) applications were received from various agencies. A project selection committee comprised of representatives from CAMPO and the Towns of Wake Forest and Cary convened on April 13, 2017, to review the applications and make a recommendation on which projects should be awarded funding based on selection criteria outlined in the adopted program management plan. All five (5) applications were determined to be eligible for the available funding.

The total aggregate request for Section 5310 funding among the five (5) applications was \$1,770,460, which is substantially higher than the amount made available for allocation to applicants. The project selection committee's recommendation in the form of a recommended program of projects is provided as Attachment 1 for this item. The project selection committee recommends to fully fund the requests received by the three (3) non-profit agencies that propose to provide travel training, essential trips, and volunteer driving programs for elderly persons and persons with disabilities (i.e., Alliance of Disability Advocates, Arc of the Triangle, and Center for Volunteer Caregiving). For the remaining two requests from GoRaleigh and Wake County TRACS, the project selection committee recommends partial funding to support technology upgrades for GoRaleigh's paratransit services and expansion vehicles and associated paratransit service technology upgrades for Wake County TRACS.

A motion was made by Tim Maloney, seconded by Member Danny Johnson, that this item be approved. The motion carried by a unanimous vote.

5.4 FFY 2017 Raleigh Urbanized Area Section 5307, 5340, and 5339 Distribution

Bret Martin, MPO Staff

Requested Action: Consider approval of the sub-allocation of FFY 2017 Section 5307, 5340, and 5339 funds in the amounts shown in the attached letter, subject to further refinement based on FTA's release of the remaining five-twelfths (5/12) of the FFY 2017 apportionment to be recommend for Executive Board approval.

Attachments: [FFY 2017 Draft Split Letter - Projection](#)

[FFY 2017 Section 5307 Inputs](#)

[FFY 2017 Section 5307 Amounts](#)

[Data - 5339](#)

[FY 2017 5339 Amounts](#)

The Federal Fiscal Year (FFY) 2017 Federal Transit Administration (FTA) Section 5307, 5340, and 5339 apportionments to the Raleigh Urbanized Area (UZA) for seven-twelfths (7/12) of the fiscal year were released in January 2017. The remaining five-twelfths (5/12) of the full-year apportionment is expected to be released and authorized by the FTA on or around April 29, 2017, when a continuing federal budget resolution is anticipated to be enacted. The City of Raleigh is the federally recognized designated recipient of these funds and has worked with CAMPO to coordinate with GoTriangle, GoCary, GoTriangle, Wake County, and North Carolina State University to develop the sub-allocation of these funding sources based on the most current CAMPO-approved MOU for the distribution of Section 5307, 5340, and 5339 funding among the City of Raleigh, GoTriangle, Town of Cary, and Wake County.

Per FTA policy, the MPO must concur with the sub-allocation of UZA federal formula transit grants and the programming of projects that will make use of the funding and request that FTA disburse the requested funds to eligible direct recipients in accordance with the sub-allocation. Attached are:

- 1) The draft split letter to the FTA requesting the distribution of federal formula transit grants to eligible direct recipients in accordance with the CAMPO-approved sub-allocation MOU;*
- 2) The Section 5307/5340 sub-allocation worksheet that determines the amounts to be disbursed to each eligible direct grant for that funding source; and*
- 3) The Section 5339 sub-allocation worksheet that determines the amounts to be disbursed to each eligible direct grant recipient for that funding source.*

At the time this item's materials were prepared, the remaining five-twelfths (5/12) of the FFY 2017 apportionment had not been released. The amounts shown in the attached split letter and in the corresponding sub-allocation worksheets are projections of the full-year allocation to each eligible direct grant recipient based on data associated with the seven-twelfths (7/12) apportionment. In anticipation of receiving authorization of the full-year apportionment within the next week, these numbers will be refined and shared with the TCC and Executive Board when they are available.

A motion was made by Member Danny Johnson, seconded by Member Darcy Downs, that this item be approved. The motion carried by a unanimous vote.

5.5 STI Bonus Allocation Methodology - Guiding Principles

Alex Rickard / CAMPO Staff

Requested Action: Recommend Executive Board approval of the guiding principles for development of the Bonus Allocation Methodology.

Attachments: [Guiding Principles DRAFTv2](#)

The STI law provides for bonus allocation funding for tolled roadway projects and other projects receiving local contributions. The MPO is in the process of developing a methodology for selecting projects to be programmed with these bonus allocation funds. The TCC TIP/SPOT Subcommittee has developed a collection of guiding principles to instruct staff and their consultants in the development of this methodology.

Mr. Alex Rickard, MPO Staff presented and discussed the recommended guiding principles developed by the TIP/SPOT Subcommittee. Mr. Gardiner commented that it was important to emphasize flexibility with respect to these guiding principles. Staff was requested to modify the language related to the logical nexus principle in order to emphasize flexibility.

A motion was made by Member Juliet Andes, seconded by Member David DeYoung, that this item be approved. The motion carried by a unanimous vote.

5.6 SPOT 5.0 Update

Alex Rickard, CAMPO Staff

Requested Action: Receive as information.

Attachments: [SPOT 5 All Project Status](#)
[SPOT_5_Pre_Submittal_Map](#)

Alex Rickard, MPO Staff provided an update on the latest SPOT 5.0 schedule and process. Mr. Rickard reviewed the process for selecting project candidates for submission to P5.0.

Received as information.

6. Informational Item: Budget**6.1**

Attachments: [Member Dues Projection QTR 3 FY2017](#)

Received as information.

6.2**Operating Budget - FY 2017**

Lisa Blackburn, MPO Staff

Requested Action: Receive as information.

Attachments: [FY 17 PROJECTED Budget QTR 3](#)

Received as information.

7. Informational Item: Project Updates

7.1 Project Updates

Requested Action: Receive as information.

Attachments: [Project Updates](#)

Received as information.

8. Informational Item: Staff Reports

MPO Director, Chris Lukasina

Mr. Lukasina reported that the Public Engagement Planner position is open and has about 32 applications thus far and will close May 21, 2017.

The TPAC Administrator position that the Executive Board approved for creation is in processing and CAMPO staff will try to have this position filled as close to July 1, 2017.

A meeting with FHWA & FTA is scheduled for May 17-18, 2017 and a public workshop is set for May 17, 2017 after Executive Board meeting. Staff is still working on a final agenda and will keep the TCC updated on results once completed.

The AIM High Aspirational for the MTP. The first model run has successfully been completed. Looking at results from that will be sharing with the MTP & TIP subcommittee and moving forward and will have some results to share details and metrics at your next meeting.

Mr. Lukasina introduced our newest member of CAMPO Staff, Ms. Gretchen Vetter who came from NCDOT, Public Transportation and is now our new LAPP Program Manager. Mr. Lukasina also stated that Ms. Vetter will be sending out an email this week or early next week to the LAPP committee and also he encourages everyone to reach out to Ms. Vetter.

TCC Chair - No Report

NCDOT Transportation Planning Branch - Rupal Desai reported that the NCDOT's Office of Civil Rights (OCR) conducts periodic Title VI reviews of NCDOT's federal-aid sub recipients, so they will eventually review every MPO and RPO. They will review 4-5 POs per year. For this year they will review GCLMPO and New Bern MPO and Mr. Lukasina was asked to send out to other MPO's. Alex Rickard asked when CAMPO's review would be evaluated. Mr. Lukasina stated that the last one was in 2012 and that this will be apart of the Federal review also. Ms. Desai stated that this will be a 2 or 4 year review.

NCDOT Division 4 - No Report

NCDOT Division 5 - David Keilson stated there has been some recent staff changes. Reed Elmore, District Engineer for Wake has moved to Henderson and is now working for Franklin, Vance and Warren Co. They now have Scott Wheeler as the new District Engineer for Wake Co. Scott was the former Senior District Engineer for Wake Co.

NCDOT Division 6 - No Report

NCDOT Rail Division -Absent

NC Turnpike Authority -Absent

Paul Black, MPO Staff TCC members asked for Ordinance Provisions homework from the last meeting and that you would still have time to bring back to June 1, meeting.

Received as information.

9. Adjournment