

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

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

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Thursday, December 7, 2017

10:00 AM

Conference Room

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## **1. Welcome and Introductions**

*Mr. Jeff Triezenberg with the Town of Garner introduced Mr. Het Patel as his Atternate for TCC.*

**Present:** 22 - Tim Gardiner, Coley Price, Justin Jorgensen, Chair Benjamin Howell, Danny Johnson, David Bergmark, Darcy Downs, Michael Frangos, John Hodges-Copple, Jason Brown, Sean Johnson, Jeff Triezenberg, Jason Myers, Jay Sikes, Darius Sturdivant, Brandon Watson, Jimmy Eatmon, Juliet Andes, Kelly Blazey, Deans Luana, Kendra Parrish, and Shannon Cox

**Absent:** 18 - Tammy Ray, Scott Hammerbacher, Ken Bowers, Eric Lamb, Berry Gray, Rupal Desai, David DeYoung, Joey Hopkins, Sandi Bailey, Michael Landguth, Bob Clark, Tim Maloney, Eddie Dancausse, Cathy Reeves, Paul Kellam, MacKenzie Day, Chip Russell, and Tansy Hayward

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

*No adjustments to the agenda were made.*

## **3. Public Comments**

*No public comments were received.*

## **4. Minutes**

### **4.1**

#### **TCC Minutes: November 2, 2017 meeting**

**Requested Action:** Approve the November 2, 2017 meeting minutes.

*November minutes were not available and will be in January 4, 2018 agenda for approval.*

## **5. Regular Business**

**5.1 FY 2018 Unified Planning Work Program Amendment #1**

Shelby Powell, MPO Staff

**Requested Action:** Recommends the adoption of the FY 2018 UPWP Amendment #1**Attachments:** [FY18-UPWP AMENDMENT #1](#)

*Ms. Shelby Powell presented an Amendment to the FY 2018 Unified Planning Work Program. She noted that this information had not changed since the item was presented in November. The Triangle Toll Study was changed to a project spanning fiscal years 18 and 19 rather than the originally planned fiscal years 17 and 18 schedule. The Southwest Area Study has been awarded SPR funds from the state, so those were added to the UPWP budget in this Amendment. The pilot program for installing bicycle counters in four towns was added to the task descriptions in the UPWP. Finally, two staff positions to assist with Wake Transit implementation efforts were added, and are being requested for funding through Wake Transit via an FY 18 Work Plan Amendment.*

*The FY 2018 UPWP Amendment #1 public comment period is from November 3, 2017 through December 4, 2017.*

**A motion was made by Member John Hodges-Copple, seconded by Member Danny Johnson, that this be recommended for adoption of the FY 2018 UPWP Amendment #1 to the Executive Board. The motion carried by a unanimous vote.**

**5.2 CAMPO Staff Additions: Two Wake Transit Positions**

Chris Lukasina, MPO Director

**Requested Action:** Recommend approval of CAMPO staff additions to the Executive Board.

**Attachments:** [FY 2019 Wake Transit Budget Request Form - CAMPO FTEs \(10-11-2017\)](#)

*Chris Lukasina, Executive MPO Director gave an update on the CAMPO staff additions for Two Wake Transit positions and stated that CAMPO has several defined responsibilities for the Wake Transit Program Manager and the Wake Transit Planner (entry-level) positions. These positions will help with:*

- TPAC Administration
- Wake Transit Work Plan development
- Quarterly Reporting
- 10-year CIP
- Multi-year Operating Program
- Project Prioritization
- Community Funding Area Program

*Tim Gardiner asked what was being done with Bret Martin's old position?*

*Chris Lukasina stated that CAMPO is moving toward interviews for that position, but that was a planner position that was never envisioned to be dedicated to Wake Transit. This item is for two new positions to be fully dedicated to Wake Transit.*

*Tim Gardiner asked what responsibilities will these positions have?*

*Chris Lukasina stated these will assist with*

- TPAC Administration
- Wake Transit Work Plan development
- Quarterly Reporting
- 10-year CIP
- Multi-year Operating Program
- Project Prioritization
- Community Funding Area Program

*Danny Johnson asked are these positions for FY19 Budget?*

*Chris Lukasina stated that it is in the FY18 work plan amendment request process for Wake Transit now, and will be included in the MPO budget through a UPWP amendment.*

*Danny Johnson asked was this going to continue into the FY19 Budget and would like to see organizational chart?*

*Chris Lukasina stated that the positions are expected to continue to be funded through Wake Transit funds.*

**A motion was made by Member Danny Johnson, seconded by Member Kendra Parrish, to recommend approval of CAMPO staff additions to the Executive Board. The motion carried by a unanimous vote.**

**5.3 FY2018-2027 Transportation Improvement Program-Amendment #1**

Gretchen Vetter, MPO Staff

**Requested Action:** Receive as information.**Attachments:** [2018-2027 TIP Amendment 1](#)

*Gretchen Vetter gave an update on the FY 2018-2027 Transportation Improvement Program - Amendment #1 and stated that NCDOT's STIP Unit notified the MPO of an amendment to the SY 2018-2027 Transportation Improvement Program. The MPO should update the TIP to reflect the changes to meet federal regulations stating the TIP and STIP must be identical.*

*Staff will release the draft FY2018-2027 TIP Amendment #1 for public review and comment from December 7, 2017 to January 8, 2018.*

*Gretchen Vetter will schedule a public hearing for the January 17, 2018 Executive Board meeting. If the CAMPO FY 2018-2027 Transportation Improvement Program has not received Federal approval by the January 17, 2017 Executive Board meeting, the vote to approve the FY2018-2027 TIP amendment #1 will be delayed until the February 21, 2018 Executive Board meeting.*

**Received as information.**

**5.4 Wake Transit Plan Implementation Update**

Adam Howell, TPAC &amp; MPO Staff

**Requested Action:** Receive as information and seek action to recommend the Proposed Wake Transit Annual Work Plan Amendment Policy

**Attachments:** [Wake Transit Work Plan Amendment Process](#)

*Throughout the fall of 2017, the Wake County Transit Planning Advisory Committee (TPAC) has continue to work through a number of studies and plans intended to inform future annual work plans, including:*

- 1) Wake Transit Plan implementation public engagement policy and associated plans*
- 2) Wake Transit Plan implementation staffing model and expectations plan*
- 3) Multi-Year Bus Service Implementation Plan*
- 4) Community Funding Area Program Management Plan*
- 5) Fixed Guideway Transit Corridors Major Investment Study*
- 6) Transit Customer Surveys*

*The TPAC has also work to develop the initial draft of the FY 2019 Wake Transit Work Plan before releasing it for agency and public comments for the beginning of calendar year 2018.*

*The Technical Coordinating Committee meeting today, TPAC & MPO staff have provided an update on the development of the FY 2019 Wake Transit Work Plan, as well as on the studies that are underway to include:*

- 1) Initial findings from Phase I of Wake Transit public engagement. Touchpoints with the public included seeking feedback on the multi-year bus service implementation plan, the fixed guideway transit corridors major investment study, and the FY 2019 Wake Transit Work Plan;*
- 2) Information on the FY 2019 Work Plan Development Schedule*
- 3) Information pertaining to particular deliverables from the Multi-Year Bus Service Implementation Plan*

*Also, the TPAC & MPO staff have seeked an action of recommendation to the CAMPO Executive Board on the TPAC-recommended Work Plan Amendment Policy. This proposed policy was included in the packet as an attachment with this agenda item.*

**A motion was made by Member Danny Johnson, seconded by Kelly Blazey, that the Wake Transit Work Plan Amendment Process be sent to the Executive Board for adoption as an interim process in place for one year, through FY 2018, with recommendaion that a discreet item be added to the FY2018 work plan to develop a long-term amendment process. The motion carried by a unanimous vote.**

**5.5 Southwest Area Study - Contract Approval**

Kenneth Withrow, MPO Staff

**Requested Action:** Recommend that the Executive Board authorize the execution of the contract for services with the selected consultant.

**Attachments:** [Southwest Area Study Agreement](#)

*Kenneth Withrow gave an update to the original Southwest Area Study that addressed the changes in land use and transportation in the area since 2009 until it was adopted in 2012 and will serve to inform the 2050 Metropolitan Transportation Plan (MTP).*

*This study will be managed by CAMPO, and the consultant Ramey-Kemp & Associates, Inc. has been selected to carry out and coordinate the study.*

*Funding for the study has been programmed in the MPO's adopted FY 2018 UPWP. The contract for professional services has been developed between CAMPO and Ramey-Kemp & Associates, Inc. to execute the study with the selected consultant.*

*John Copple Hodges asked was the total contract agreement \$350,000.*

*Kenneth Withrow stated yes.*

*John Copple Hodges suggested that the contract agreement amount be verified against the number NCDOT has before approval by the Executive Board. Kenneth Withrow agreed to double-check.*

*What is the schedule for this project.*

*Kenneth Withrow stated that this project will start January of 2018 and will end 18 to 19 months.*

*Shannon Cox asked could she get the scope of work for this project.*

**A motion was made by Member Jay Sikes, seconded by Member Coley Price, that this item be recommended for approval that the Executive Board authorize the execution of the contract for services with the selected consultant. The motion carried by a unanimous vote.**

**5.6 2045 Metropolitan Transportation Plan Update**

Chris Lukasina, MPO Executive Director

**Requested Action:** Receive as information. Review the updated draft 2045 MTP/CTP and consider forwarding a recommendation of approval of the 2045 MTP/CTP projects and programs to the Executive Board.

**Attachments:** [MTP Preferred Handout](#)  
[Public Outreach Update](#)

*Jeff Triezenberg asked what the process would be to amend the MTP in the future as local plans, such as the Garner Comprehensive plan are updated.*

*Mr. Lukasina stated that it is not unusual for the MTP to be updated, and that it generally occurs following a formal request from a jurisdiction and transmittal of their updated plans.*

*David Bergmark asked that A174B be changed for the bridge realignment.*

*Tracy Stephenson asked that A193A (Sunset Lake) be reviewed as the model may be under reporting future volumes.*

*Ben Howell asked that the memo from the Morrisville Mayor related to the Triangle Parkway project be included in the public comments document.*

**A motion was made by Board Member Juliet Andes, seconded by Member Danny Johnson to recommend approval of the Additional Funding Scenarios to the Executive Board. The motion carried by a unanimous vote.**

**6. Informational Item: Budget****6.1 Member Shares - FY 2018**

Lisa Blackburn, MPO Staff

**Requested Action:** Receive as information.

**Attachments:** [FY 18 Projected Member Dues QTR 1](#)

*Member shares information was included in the agenda packet as information.*

**Received as information.**

**6.2 Operating Budget - FY 2018**

Lisa Blackburn, MPO Staff

**Requested Action:** Receive as information.

**Attachments:** [FY 18 Projected Budget QTR 1](#)

*Current operating budget was included in the agenda packet as information.*

**Received as information.**

**7. Informational Item: Project Updates**

## 7.1 Project Updates

**Requested Action:** Receive as information.

**Attachments:** [Project-Updates-2017-12-7-TCC1](#)

*Project update information for ongoing CAMPO projects and programs was included in the agenda packet as information.*

**Received as information.**

## **8. Informational Item: Staff Reports**

*MPO Director - Chris Lukasina stated that CAMPO has advertised the vacant Transportation Planner position and hopefully this will be filled by February 2018. NCAMPO's Annual Conference will be hosted in Durham at the end of April of 2018. There will be a call for presentations and registrations will be opening soon.*

*TCC Chair -No report*

*NCDOT Transportation Planning Branch - Absent*

*NCDOT Division 4 - No report*

*NCDOT Division 5 - Absent*

*NCDOT Division 6 - No report*

*NCDOT Rail Division - Absent*

*NC Turnpike Authority - Absent*

**This was received as information.**

## **9. Adjournment**

*Meeting was adjourned at 11:24am*