

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

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

Thursday, February 1, 2018

10:00 AM

Conference Room

1. Welcome and Introductions

Chairman Ben Howell opened the meeting, and invited new attendees to introduce themselves. Mr. Mark Eatman introduced himself as the new representative from NCDOT's Transportation Planning Division.

Present: 23 - John Hodges-Copple, Sean Johnson, MacKenzie Day, Tim Maloney, Juliet Andes, Andy Thomas Jr., Eddie Dancausse, Deans Luana, Kendra Parrish, Berry Gray, Jay Sikes, Shannon Cox, Darcy Downs, Darius Sturdivant, Eric Lamb, Jason Myers, Justin Jorgensen, David Bergmark, Danny Johnson, Bynum Walter, Tim Gardiner, Brandon Watson, and Tracy Stephenson

Absent: 11 - Michael Frangos, Jason Brown, David Keilson, Jason Rogers, Bob Clark, Jimmy Eatmon, Richard Campbell, Kelly Blazey, Lisa Potts, Cathy Reeves, and Paul Kellam

2. Adjustments to the Agenda

There were no adjustments to the agenda.

3. Public Comments

There were no public comments received.

4. Minutes

4.1

TCC Minutes: November 2, 2017 meeting

Attachments: [TCC Minutes for November 2, 2017](#)

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

4.2

TCC Minutes: December 7, 2017 meeting

Attachments: [TCC Minutes for December 7, 2017](#)

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

5. Regular Business

5.1**TCC Elections: Chair and Vice Chair**

Mr. Lukasina noted that current Chair Ben Howell is eligible for one more term as TCC Chair, and opened the floor for nominations. Motion was made by Member Danny Johnson, seconded by Member Shannon Cox, to nominate Ben Howell to serve as Chair. There being no further nominations, Mr. Lukasina closed the floor for nominations and called for a vote on Ben Howell serving as Chair. The vote passed unanimously.

Chairman Howell opened the floor for nominations for Vice Chair, noting that current Vice Chair Kendra Parrish is eligible for one more term as TCC Vice Chair. Motion was made by Board Member Shannon Cox, seconded by Board Member Bynum Walter, to nominate Kendra Parrish as Vice Chair. There being no further nominations, Mr. Howell closed the floor for nominations and called for a vote on Kendra Parrish serving as Vice Chair. The vote passed unanimously.

Chair and Vice Chair for 2018 were elected as noted.

5.2 FY 2019 Unified Planning Work Program (UPWP)

Shelby Powell, MPO Staff

Attachments: [FY 2019 UPWP](#)

Ms. Powell noted that the draft FY 2019 UPWP was included in the agenda packet for January, even though that meeting had been cancelled, and was again included in this agenda packet. The only changes between the two were some slight modifications to some budget numbers in Table 3. Ms. Powell reviewed the highlights of the MPO's planned activities for next fiscal year, including the continuation of the Southwest Area Study, the Regional ITS Study and the Triangle Tolling Study. The UPWP also includes two new studies for next year: a R-E-D Lane Study and a Major Commuter Corridors Study. The R-E-D Lane Study will explore the applicability of special lanes that are used only for transit vehicles, right turns, emergency vehicles and driveway access in the CAMPO region. The Major Commuter Corridors Study will seek to define future SPOT projects on our region's interstate and state-wide level facilities. Other activities performed annually by the MPO, such as administration of the LAPP, Wake Transit, the Travel Demand Model and other transportation planning work, will continue next year as well.

Mr. Lukasina presented some information regarding the current cap on indirect costs that the Executive Board had established several years ago. He noted that the current cap is \$100,000, so that is what the MPO has been paying in indirect costs to the City of Raleigh since 2014. The cap was instituted because when the City developed a new cost allocation plan for indirect costs in 2014, the feeling of the Board was that some of the cost allocation was unfair to the MPO. Mr. Lukasina noted that the City has implemented some changes to the cost allocation plan, and it may be time to reconsider our cap.

TCC discussion generally centered around the expectation of paying increased indirect costs as the staff continues to expand, and that we should revisit the cap. Members expressed concerns that the MPO should still evaluate the cost allocation plan to determine the fairness of CAMPO's indirect costs, and should work toward setting the costs at a level that will provide some predictability in the preparation of the budget each year.

Board Member Tracy Stephenson asked if any of the indirect cost items could be done less expensively in house. Mr. Lukasina noted that some of them, such as GIS, probably could, but others, such as HR and payroll functions, would be much more expensive. Board Member John Hodges-Copple noted that setting a flat rate over a period of time is really effectively a decrease in what we're paying. Board Member Tim Gardiner asked if there as a metric we could use, such as X dollars per staff position, that could help us plan for the future. Board Member Kendra Parrish asked if we could look at historical averages to develop a different cap level that would index to the anticipated increase in costs. Board Member Bynum Walter stated that, while she didn't feel she could make a motion in this matter because she is employed by the City of Raleigh, she did feel that we should leave the full indirect cost payment in the budget since it was developed with that figure in there, and then we can figure out in the future what our method for determining a fair assessment of indirect costs.

A motion was made by Alternate Tracy Stephenson, seconded by Member Danny Johnson, for a recommendation to the Executive Board to suspend the previously established cap on indirect costs paid by CAMPO to the City of Raleigh for this year, and to approve the UPWP with the actual cost of indirect expenses included in the budget, and to further direct staff to negotiate a multi-year fair and reasonable cost for indirect costs that can serve to allow staff to reasonably

predict the indirect expenses for the budget development each year. The motion carried by a unanimous vote.

5.3

FFY2019 Locally Administered Projects Program Investment Program

Gretchen Vetter, MPO Staff

Attachments: [FFY 2019 LAPP MEMORANDUM](#)
[FFY2019 LAPP Investment Program](#)
[FFY2019 LAPP Submittals](#)

Ms. Vetter reviewed the LAPP scoring system and target modal mix for FY 2019, and presented the LAPP Review Committee's recommended list of projects for programming. Ms. Vetter mentioned that the LAPP Review Committee has also forwarded a recommendation for the LAPP Technical Committee to review how projects that are utilizing local sources such as bonds, Wake Transit, or other funds, are considered in LAPP. There was much discussion at the LAPP Review Committee concerning how to avoid having LAPP funds supplant the local transportation dollars and ensure that the pool of transportation funds going into the region are maximized. TCC members voiced concerns that some bond projects may not be eligible for LAPP funds in the future, stating that LAPP funds often help cover cost overruns and help municipalities do more projects on their bond lists. Member Eric Lamb noted that the City of Raleigh does not enter into a decision to apply for LAPP funds lightly, particularly since putting federal funds on a project makes it more cumbersome to administer. The LAPP funds do not replace bond funds being spent on transportation. Mr. Lukasina noted that this is an item that will be discussed by the LAPP Technical Committee this Spring. Members requested that CAMPO staff poll members on this issue to ensure a good discussion in the Spring. Member Juliet Andes requested that the CAMPO staff review the membership roster of the LAPP Technical Committee since there have been many staff changes over the past year. Ms. Vetter will review the committee membership and will ensure the full TCC is notified about when the LAPP Technical Committee will meet.

A motion was made by Member Kendra Parrish, seconded by Member Eric Lamb, that the LAPP FY 19 investment program be adopted by the Executive Board. The motion carried by a unanimous vote.

5.4

FY2018-2027 Transportation Improvement Program- Amendment #2

Gretchen Vetter, MPO Staff

Attachments: [TIP Amendment #2](#)

Ms. Vetter presented the TIP Amendment #2 recommendation to the TCC.

A motion was made by Alternate Jason Myers, seconded by Member Danny Johnson, that the 2018-2027 TIP Amendment #2 be recommended for approval. The motion carried by a unanimous vote.

5.5 Wake Transit Implementation Update

Adam Howell, TPAC & MPO Staff

Attachments: [TPAC Q2 Amendment Packet](#)
[Project Prioritization Policy - Final Draft](#)

Mr. Howell provided updates to the TCC on three items: the FY 19 Wake Transit Draft Work Plan; the FY 18 Wake Transit Work Plan Amendments; and the Bus Plan Prioritization Policy.

The FY 19 Work Plan is now in draft form, and a presentation for the public has been developed. Mr. Howell reviewed that presentation for the TCC, and reviewed major projects being funded through the FY 19 Work Plan. A question was raised about how the free youth fare program would affect ridership. Member Tim Gardiner responded that it will depend on how the program is deployed and communicated.

Mr. Howell noted that several amendments were requested for the FY 18 Wake Transit Work Program. The TPAC has forwarded a recommendation for approval on two amendments as presented in the packet; the amendment requests regarding additional staffing for CAMPO and GoTriangle were referred back to the Staffing Plan CTT for review. One position, a BRT Engineer, that was requested by GoTriangle has been withdrawn prior to this meeting. Ms. Powell noted that Wake Transit Staff (Adam) has reviewed the staffing amendments against the draft staffing plan report and noted that all remaining staff requests were consistent with that document. Mr. Howell requested that the TCC consider recommending approval of all amendments, pending TPAC approval, to the Executive Board. A motion was made by Member Eric Lamb, with a second by Member Darcy Downs, to forward a recommendation of approval of all amendments pending TPAC recommendation. Motion carried unanimously.

Mr. Howell presented the prioritization policy that will be used to develop an implementation plan for the bus projects in the Wake Transit plan. This policy is meant to drive the prioritization of projects already included in the Wake Transit vision plan, but will hopefully be replicable for future planning efforts as well. The outputs from this policy would still be subject to a subjective review by CTT members before recommendations for programming are made. Member Jason Myers asked how this policy fits in with an agency's desire to change priorities during the evolution from existing service to future services as portrayed in the Wake Transit plan. Mr. Howell noted that this policy is meant to be used for making recommendations on how to prioritize projects included in Wake Transit, not act as an overarching policy for any one agency for their own projects. Member Eric Lamb asked if this is going to the GoTriangle and CAMPO Boards as part of Wake Transit efforts. Mr. Howell responded that it is. Ms. Powell clarified that the reason this item is coming to TCC and the Executive Board and the GoTriangle Board is so that the consultant can have a level of comfort with how they move forward in the prioritization of projects in the bus plan. The results will still be discussed by various committees and the Boards. A motion was made by Member Jason Myers, with a second by Member Danny Johnson, to recommend the Executive Board approve the Bus Plan Prioritization Policy.

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

5.6 2045 Metropolitan Transportation Plan Update

Chris Lukasina, MPO Executive Director

Mr. Lukasina reviewed changes to the MTP document that had been made since the last meeting and noted that the latest version of the maps and report are on the website. There will be a public hearing held on Feb. 21 at the CAMPO Executive Board meeting, and he anticipates the Board will adopt the final MTP. Member John Hodges-Copple noted the addition of performance measures for safety targets and transit asset state of good repair.

A motion was made by Member Kendra Parrish, seconded by Member Tim Maloney, that the 2045 MTP/CTP final report be recommended for approval by the Executive Board. The motion carried by a unanimous vote.

5.7 Safety Performance Measures and Targets

Alex Rickard, CAMPO Staff

Attachments: [MPO Safety PM Fact Sheet - FHWA](#)
[CAMPO Resolution Safety Performances](#)

Mr. Rickard reviewed the new requirement for MPO's to establish performance targets for safety measures. He noted that NCDOT has adopted targets at a state-wide level. While it would be great to establish MPO-level targets, there would need to be more work to find data at the appropriate geographic level to ensure meaningful targets specific to the MPO. Other MPOs in the state are planning to support the state's goals, and Mr. Rickard noted that the staff recommendation is for CAMPO to do the same.

A motion was made by Member John Hodges-Copple, seconded by Alternate Jason Myers, that support of the NCDOT state performance measures for safety targets are recommended to be supported by CAMPO by action of the Executive Board. The motion carried by a unanimous vote.

5.8**P5.0 - SPOT Update**

Alex Rickard/CAMPO Staff

Attachments: [Public Transit Projects Submittals Removed from SPOT 5](#)
[CAMPO DCHC MPO Cooperation](#)
[20180113 SPOT Regional Transit Discussion.pdf](#)

Mr. Rickard reviewed recent action by the CAMPO Executive Board to remove several BRT projects competing for Regional Funding dollars in SPOT 5.0. He explained that the removal of these projects is intended to decrease competition for the Durham-Orange Light Rail (DOLRT) project in SPOT by decreasing the impacts of scaling to the overall score of the project. He noted that the Board did elect to keep one BRT project in competition for the regional funding just in case the DOLRT project was unable to move forward with the amount of regional funding available, then CAMPO would have a project in the running to be able to use the funds.

Mr. Rickard reviewed the funding picture in SPOT, and the implications of each of the options presented to the Executive Board as a response to a request from Durham Chapel Hill Carboro MPO to remove the regional BRT projects in Wake County from competition. Mr. Rickard noted that there is still a gap in the available funding from the state and the necessary funding for the DOLRT project to move forward, as we understand it.

Next steps will be to assign local input points once we see the technical scores from NCDOT.

This report was received as information.

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

Lisa Blackburn, MPO Staff

Attachments: [FY 18 Projected Member Dues QTR 2](#)

Member shares information was provided as an attachment in the packet.

This report was received as information.

6.2**Operating Budget - FY 2018**

Lisa Blackburn, MPO Staff

Attachments: [FY 18 Projected Budget QTR 2](#)

Operating budget information was included as an attachment in the agenda packet.

This report was received as information.

7. Informational Item: Project Updates

Updates on various ongoing CAMPO projects and studies was presented as an attachment in the agenda packet.

This report was received as information.

7.1 Project Updates

Attachments: [Project Updates](#)

8. Informational Item: Staff Reports

Staff reports were received as follows:

MPO Director - Chris Lukasina reminded members that the NCAMPO Statewide Conference will be held in Durham on April 25-27, 2018. Registration and the call for sessions is now open. Mr. Lukasina also noted that one of our TRM modelers, Wei Chen, has left the MPO and taken a position with the Michigan DOT. That vacant position will be posted shortly.

TCC Chair - No report.

NCDOT Transportation Planning Division - Mark Eatman noted that NCDOT is working on some CTP analysis changes.

NCDOT Division 4 - absent

NCDOT Division 5 - absent

NCDOT Division 6 - Darius Sturdivant noted that the senate had approved two years of funding to do high impact, low cost projects. Division 6 has developed 15 projects and two of those are in CAMPO's area. He offered to do a presentation on this at a future meeting.

NCDOT Rail Division - absent

NCDOT Turnpike Authority - absent

This was received as information.

9. Adjournment

There being no further business, the Chair adjourned the meeting.

Upcoming Meetings/Events

Next TCC Meeting will be held March 1, 2018.