

NC Capital Area Metropolitan Planning Organization Meeting Minutes - Draft

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

Technical Coordinating Committee

Thursday, January 3, 2019

10:00 AM

Conference Room

1. Welcome and Introductions

Outgoing Chairman Ben Howell welcomed everyone to the meeting. Meade Bradshaw (primary) and Teresa Piner (alternate) from Town of Zebulon, and Jonathan Jacobs (alternate) from Town of Wake Forest were introduced.

This was other.

Present: 28 - Eric Lamb, Chair Benjamin Howell, Danny Johnson, David Eatman, Michael Frangos, John Hodges-Copple, Jay Sikes, Jason Brown, Sandi Bailey, Sean Johnson, Shannon Cox, Tracy Stephenson, Kendra Parrish, Het Patel, Mark Eatman, Juliet Andes, Kelly Blazey, Tim Gardiner, David DeYoung, Jimmy Eatmon, Jason Myers, Geoff Green, Terry Nolan, Tim Brock, Richard Hancock, Keith Holliday, Meade Bradshaw, and Jonathan Jacobs

Absent: 14 - Justin Jorgensen, David Bergmark, David Keilson, Ellis Cayton, Darius Sturdivant, Bob Clark, Eddie Dancausse, Paul Kellam, Tim Jacobs, Tim Bender, Tansy Hayward, Cathy Reeves, Lisa Potts, and Ken Bowers

2. Adjustments to the Agenda

There were no adjustments to the agenda.

This was other.

3. Public Comments

No members of the public were present to speak.

This was other.

4. Minutes

4.1 Minutes from November 1, 2018 TCC meeting

Attachments: [TCC Minutes November 1 2018 FINAL](#)

Member Eric Lamb stated that on page 4 of the minutes Luana Deans's name had been reversed, and requested a correction.

A motion was made by Member David DeYoung, seconded by Member Shannon Cox, that this item be approved with the suggested amendment. The motion carried by a unanimous vote.

5. Regular Business

5.1**Election of Chair and Vice Chair for 2019**

Chris Lukasina, MPO Staff

The Chair and Vice Chair of the TCC are elected annually at the first meeting of the year. Chair and Vice Chair serve one-year terms, with a maximum of three consecutive terms.

Outgoing Chair Ben Howell opened the nomination process for his replacement. Juliet Andes' name was put forth by John Hodges-Copple, with no additional names proposed. Her nomination was accepted, and, upon a vote by the TCC, Ben Howell relinquished his position to her at that point.

Chair Andes opened the nomination process for Vice Chair. John Hodges-Copple put forth David DeYoung's name, and no other names were proposed. His nomination was accepted.

Danny Johnson expressed appreciation and recognition to the outgoing Chair and Vice Chair for all their hard work during their terms of service.

A motion was made by Member John Hodges-Copple, seconded by Member Danny Johnson, that Juliet Andes be nominated for Chair. No other nominations were received, and the motion carried by a unanimous vote.

A motion was made by Member John Hodges-Copple, seconded by Member Shannon Cox, that David DeYoung be nominated for Vice-Chair. No other nominations were received, and the motion carried by unanimous vote.

5.2 Locally Administered Projects Program (LAPP) FY2020 Investment Program

Gretchen Vetter, MPO Staff

Attachments: MEMORANDUM Executive Board.pdf

FY20 Draft Recommendation

LAPP Selection Panel Meeting Overview

Ms. Gretchen Vetter reported on this item. Ms. Vetter reported that In August 2018, the NC Capital Area MPO's Executive Board opened a call for projects to identify and program available FFY 2020 Locally Administered Projects Program (LAPP) funds. The call for projects resulted in submission of 25 eligible projects for consideration. The Executive Board also approved a target modal investment mix of 68 percent roadway, 24 percent bicycle & pedestrian, and 8 percent transit, to help guide development of a recommended FFY 2020 investment program totaling \$25 million, including CMAQ. Projects were reviewed for funding eligibility and scored based on the adopted LAPP prioritization criteria by CAMPO staff.

During the December 4, 2018 Selection Panel Meeting Overview, the panel found it appropriate to recommend fully funding 7 Roadway projects and 1 Transit project. Additionally, they agreed to recommend fully funding 5 Bicycle and Pedestrian projects, and partially fund one other. The recommendations put the Roadway funding at 63%, Bicycle and Pedestrian funding at 29% and Transit funding at 8% of the overall program.

Staff will release the draft FFY 2020 LAPP Investment Program for public review and comment from January 3, 2019 through February 4, 2019 and anticipates scheduling a public hearing at the February 20, 2018 Executive Board meeting.

Member John Hodges-Copple noted that Ms. Vetter and CAMPO staff were doing a terrific job on deploying the LAPP program, and he thanked them for their service.

The LAPP FY2020 Investment Program recommendation was received as information.

5.3 Unified Planning Work Program FY 2020 Shelby Powell, MPO Staff

Attachments: Draft FY 2020 UPWP

Ms. Shelby Powell reported on this item. Ms. Powell reviewed the Unified Planning Work Program (UPWP), the annual work plan and budget for the MPO that outlines the programs, processes and tasks to be completed by MPO staff during the year. In addition to the annual delivery of programs such as LAPP, the TIP, the Public Participation Plan, and Wake Transit, Ms. Powell stated that there are several special studies included in the draft UPWP for FY 20. These include the continuation of the R.E.D. Lane Study that started in FY 19; beginning the update of the Northeast Area Study; a Triangle Bikeway Implementation Plan; a Fayetteville-Raleigh Commuter Rail Study; and Wake Transit-specific projects for developing an online application portal for the Community Funding Area Program, better visualization for Wake Transit implementation projects for the website, and beginning the update to the Wake Transit Vision Plan.

Other highlights of the draft recommendations were also reviewed, which included topics of Continue Core Programs, Special Studies Continuing From 2019, New Special Studies, Budget and Next Steps.

Chris Lukasina pointed out that the indirect cost for the MPO was capped several years ago at \$100,000 but the Executive Board had waived that cap for FY 2019. This year's estimated \$185,000 in indirect cost is above the \$100,000 cap as well, and the Board will need to consider. He also mentioned that the PL funding in the state could be impacted by the upcoming federal rescission and that may impact the MPO's PL funding next year. He further noted that the items in the UPWP that indicate financial partnership with DCHC MPO and Fayetteville MPO will be dependent upon those MPO's adopting that financial partnership into their respective UPWP's.

Chair Juliet Andes discussed the Town of Cary's mobile bike application, and stated that a meeting would be set up to determine how best to update it to a regional app. Mr. Eric Lamb suggested moving this to an offline discussion as it would not require much, if any funding.

Mr. Lamb inquired as to Wake Transit's vision plan that was included in the UPWP, and whether that was intended to be a full update to the Plan. Mr. Chris Lukasina responded the intent is to marry the timing of the Wake Transit Plan with the timing of MTP updates so that the two plans would be in sync. The update would likely not be a full 10-year update, but more likely will add a few years on to the end of the existing Wake Transit Plan to accommodate the MTP horizon years.

Regarding the Fayetteville-Raleigh Feasability Study, Tim Gardiner suggested renaming it from CRT to Passenger Rail for clarification purposes.

Mr. Lukasina noted that a new draft STIP will be released by the State next week.

The UPWP for FY 20 will be available for public review and comment from Jan. 3 - Feb. 7, 2019. A public hearing will be held at the MPO Executive Board meeting on February 20, 2018. Ms. Powell stated that hardcopies could be made available upon request.

This United Planning Work Program FY 2020 draft was received as information.

5.4

**2045 Metropolitan Transportation Plan (MTP) Amendment
FY 2018-2027 Transportation Improvement Program (TIP) Amendment
Air Quality Conformity Determination**

Chris Lukasina, CAMPO Staff

Mr. Chris Lukasina reported on this item. Mr. Lukasina stated that In February 2018, the new MTP was adopted with new air quality regulations. As a result of recent changes in federal guidance, Mr. Lukasina shared that the Capital Area MPO is once again required to demonstrate conformity between the MTP and TIP for air quality. A required step is the development of an Air Quality Conformity Determination analysis and report. This is required for updates and changes to the MTP and/or the TIP. A required step in the amendment of the FY 2018-2027 Transportation Improvement Program (TIP) is to ensure that it conforms to the 2045 Metropolitan Transportation Plan (MTP). This includes verifying that the timing, scope, and cost of projects in the plan and program are the same.

Mr. Lukasina stated that CAMPO staff continues to work with the NC Department of Transportation, Division of Air Quality (DAQ), and the NC Department of Environment and Natural Resources (DENR) to implement the updates necessary for the required air quality conformity determination, including locating and resolving all differences between the latest updates to the TIP and the MTP. Attached is the draft Air Quality Conformity Determination report and necessary updates to the both the TIP and MTP to meet air quality conformity requirements. A copy of the Air Quality Determination report and the updated MTP and TIP was posted online at <http://www.campo-nc.us/transportation-plan/air-qualityconformity>. A public comment period is open until January 16, 2019 and a public hearing is scheduled for January 16, 2019.

Mr. David Eatman stated that TIP amendments have been previously hung up and inquired whether this would put new amendments back on schedule. Chris Lukasina stated that as long as the TIP amendments are in the MTP and not moving across horizon years, the amendments should be on schedule.

A motion was made by Member Benjamin Howell, seconded by Member Geoff Green, that the Executive Board approve the Air Quality Conformity Determination Report and requisite 2045 MTP and 2018-2027 TIP Amendments. The motion carried by a unanimous vote.

5.5**Wake Bus Plan: 10-Year Operating & Capital Plan**

Adam Howell, CAMPO/TPAC Staff

Attachments: [Wake Transit Bus Plan](#)

Mr. Adam Howell reported on this item. Mr. Howell reviewed that the Wake Bus Plan creates a strategy to implement Wake Transit's 2016 original plan, and will link up with the MPO schedule to form short, long and annual plans. The attached four maps reflect the manner in which investments will be utilized for enhancements and improvements.

Mr. Howell explained that the Bus Plan funds are currently fiscally constrained. This bus hours delivered will be tripled within eight years. One goal will be to move from a Coverage Model to a more Ridership Oriented model. The question was raised by Member John Hodges-Copple about the definition of ridership vs. coverage models and what those percentages were based upon. Adam Howell responded that it is calculated by a combination of mileage and routes.

Mr. Howell stated that the Wake Bus Plan recommends the development and phasing of bus transit service investments between 2019 and 2027, and recommendations include operating service investments which create a service hierarchy that largely reflects a system of four route types: Frequent Transit Routes, Local Routes, Community (Core Regional) Routes, and Express Services. The recommended service investments increase bus service throughout Wake County from \$30 million (roughly 300,000 annual hours of bus service) in 2018 to \$85 million (roughly 900,000 annual hours of service) in 2027. These operational investment recommendations align with the original four big moves that were defined in the Wake Transit Plan. Capital investments are coordinated with transit service investments as much as possible, so passengers will have safe, comfortable facilities that are accessible on foot and if appropriate, accessible by car. The 10-Year Capital Investment Plan funds nearly \$300 million in capital projects. The largest portion of the funding will be used to purchase buses, develop transit centers and build maintenance facilities. Mr. Howell reported that the bus service and supporting capital investments in the Wake Bus Plan will drive year-by-year project funding decisions in future Wake Transit Work Plans.

Mr. Howell noted that there was extensive public engagement leading up to the development of this plan, and that several changes were made throughout the process to reflect public desires and opinions.

On Wednesday, November 14, 2018, the TPAC unanimously recommended the Wake Bus Plan 10-Year Operating & Capital Plan.

A motion was made by Member Danny Johnson, seconded by Member David Eatman, that the Wake Bus Plan 10 Year Operating and Capital Plan be recommended for approval by the Executive Board. The motion carried by a unanimous vote.

5.6 Wake Transit Public Engagement Policy

Bonnie Parker, MPO Staff

Attachments: PEP Plan_01.2019

Ms. Bonnie Parker reported on this item. Ms. Parker stated that the Public Engagement Policy is designed to provide a high-level overview of what the public can expect from public engagement activities associated with the implementation of the Wake Transit Plan, while retaining flexibility in the way individual project teams and agencies carry out their work. The draft Wake Transit Public Engagement Policy was reviewed by the TPAC in November 2018 and the Committee acted to recommend the item for approval to the governing boards. Ms. Parker explained that in December 2018, a presentation was made to the GoTriangle Planning & Policy Committee which also agreed to recommend the item for approval to the Board of Trustees. The CAMPO Executive Board received a presentation on the draft Policy and opened the Public Hearing at their meeting on November 14, 2018. Ms. Parker stated that both the Executive Board and the Board of Trustees will receive presentations at their meetings in January, CAMPO will complete its public hearing, and both boards will consider action to approve the recommended policy.

Ms. Parker confirmed that as of mid-December, a few comments have been received from community stakeholder group representatives and an updated report on comments was shared with the TCC at their January meeting. Currently, the primary changes to the document include the addition of a guiding principle, "Timely" to refer to making concerted efforts to be as transparent as feasible in a timely manner, and image/visual updates to the general format of the Policy document.

GoTriangle has requested the addition of language to bolster communication to the community about the story of the Wake Transit Plan development and deployment.

A motion was made by Member Benjamin Howell, seconded by Member John Hodges-Copple, that the Wake Transit Public Engagement Policy be recommended for approval by the Executive Board. The motion carried by a unanimous vote.

5.7 Amendment to Commuter Rail Major Investment Study Cost-Share Agreement

Bret Martin, MPO Staff

Attachments: [Draft Commuter Rail Cost-Share Agreement Amendment](#)
[Commuter Rail Cost-Share Agreement](#)

Mr. Bret Martin reported on this item. Mr. Martin stated that before the commuter rail portion of the Wake Transit Fixed Guideway Corridors Major Investment Study (MIS) was initiated, CAMPO, Wake County, GoTriangle, and Durham County executed a cost-sharing agreement to split the cost of associated expenses between Wake County funds (67%) and Durham County funds (33%). As the pre-project development planning activities associated with the commuter rail corridor from Garner to western Durham are shifting focus from what was originally scoped in the MIS to an update of a 2011 alternatives analysis previously completed for the corridor, Mr. Martin explained the cost-share agreement is in need of an amendment to expand its scope to cover this refocused work. Amendment One to the agreement expands the scope to include this work and applies the same cost share split between Wake and Durham County funds as established by the original agreement. Attachment 1 is the draft amendment to the original cost-share agreement for the TCC and Executive Board to consider, and Attachment 2 is the original executed agreement.

Concerns were raised by Mr. John Hodges Copple, Mr. Danny Johnson and Mr. Tim Gardiner regarding costs in FY18 for CRT MIS capital planning and project development, and requested clarification for scope and split costs, and more definition as to what activities this would entail. Bret Martin clarified that CAMPO had received a high level scope from GoTriangle when the project sponsor was designated, and suggested that this item could be held over for more review. This option was discussed at length with concerns raised over the possible slowing of the preproject development process; ultimately it was proposed by Chris Lukasina that the amendment be passed with the stipulation that additional information on the scope be obtained prior to Executive Board approval.

A motion was made by Member Danny Johnson to recommend the Executive Board approve the agreement pending additional information regarding the proposed scope of work. Member Tim Gardiner offered an amendment to the motion to include recommending the Executive Board authorize the Executive Director to sign the agreement after the details are vetted by CAMPO staff and the Board. Member Benjamin Howell seconded the motion. The motion carried by a unanimous vote.

5.8 FY 2018 Wake Transit Annual Report

Bret Martin, MPO Staff

Attachments: [Attachment 1 - FY 18 Wake Transit Plan Annual Report](#)
[Att 2 - FY 2018 Wake Transit CAFR](#)

Mr. Bret Martin reviewed this item. Mr. Martin stated that the Wake Transit Governance Interlocal Agreement requires production of and presentation to the CAMPO Executive Board and Wake County Board of Commissioners: 1) An annually audited financial statement for the Wake Transit annual operating and capital funds and 2) An update of Wake Transit projects, including milestones and timelines. These annual reports are to be provided to the CAMPO Executive Board by December 15th of the subsequent fiscal year from the period covered by the reports. Mr. Martin explained that GoTriangle, serving as the tax district administrator, has produced these reports for FY 2018 for presentation to the Executive Board and Wake County Board of Commissioners. Mr. Martin recommended that if anyone has comments or suggestions for future versions of the annual report they should inform him. The FY 2018 Wake Transit Annual Report is provided as Attachment 1, and the FY 2018 Comprehensive Annual Financial Report (CAFR) for the Wake Transit annual operating and capital funds is provided as Attachment 2.

Mr. Martin also shared that the CAMPO item line listed in the Comprehensive Annual Financial Report contains an error tied to consultant billing which reflects CAMPO overspending. CAMPO staff is working with GoTriangle to resolve this issue.

This FY2018 Wake Transit Annual Report was received as information.

6. Informational Item: Budget**6.1 Operating Budget - FY 2019**

Lisa Blackburn, MPO Staff

Attachments: [FY 19 Projected Budget QTR 1](#)

*This information was presented in an attachment to the agenda packet.
The FY 2019 UPWP Operating Budget is \$3,958,610. As of 09-30-2018, we have spent \$570,447. Please see attachment for more details*

This Informational Report was received as information.

6.2 Member Shares - FY 2019

Lisa Blackburn, MPO Staff

Attachments: [FY 19 Projected Member Dues QTR 1](#)

*This information was presented in an attachment to the agenda packet.
Attachment shows the Member's Share for FY 19. Total member share match for the FY 2019 is \$624,472 as of 09-30-2018 we have spent \$102,880.*

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

Mr. Chris Lukasina noted that Mr. Adam Howell will be departing CAMPO and that his position will be posted soon. Mr. Lukasina also stated that two other offers had been made for CAMPO positions; however, the candidates are in the processing stage so no further information was provided at that time.

NCDOT Transportation Planning Division - Mr. Mark Eatman had no report.

NCDOT Division 4 - Mr. Jimmy Eatmon had no report.

NCDOT Division 5 - Absent.

NCDOT Division 6 - Absent

NCDOT Rail Division - Absent

NC Turnpike Authority - Mr. Keith Holliday reported the opening of the second full toll road, which spans 21 miles. Mr. Holliday stated this road currently supports approximately 65,000 cars daily, and that it has been very well received by the public.

This Staff Reports item was received as information.

9. Adjournment

Upcoming Meetings/Events

This Upcoming Meetings and Events item was received as information.

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