

NC Capital Area Metropolitan Planning Organization Meeting Minutes - Draft Executive Board

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

Wednesday, May 15, 2019

4:00 PM

Conference Room

1. Welcome and Introductions

Chair Weinbrecht welcomed everyone to the meeting and asked if there were any new introductions to be made. David DeYoung introduced Councilman Bobby Bunn, the Alternate Member for the Town of Clayton.

Present: 11 - William Allen III, Bobby Bunn, John Byrne, Frank Eagles, Virginia Gray, Vice Chair Sig Hutchinson, RS "Butch" Lawter, Matt Mulhollem, Neena Nowell, James Roberson, and Chair Harold Weinbrecht

Absent: 19 - Don Bumgarner, TJ Cawley, Terry Hedlund, Grady Hunt, Vivian Jones, Valerie Jordan, Nancy McFarlane, Lance Olive, Howard Penny, Perry Safran, Michael Schriver, Dick Sears, Edgar Smoak, Marsha Strawbridge, John Sullivan, Gus Tulloss, Lewis Weatherspoon, Ronnie Williams, and Art Wright

2. Adjustments to the Agenda

An adjustment was made to the order of the agenda, until a quorum could be reached.

3. Ethics Statement:

Vice Chair Sig Hutchinson read the Ethics Statement "In accordance with the State Government Ethics Act, it is the duty of every Executive Board member to avoid conflicts of interest. Does any Executive Board member have any known conflict of interest with respect to matters coming before the Executive Board today? If so, please identify the conflict and refrain from any participation in the particular matter involved." No members of the Executive Board identified issues with conflicts during this meeting.

4. Public Comments

Joe Milazzo of the Regional Transportation Alliance (RTA) requested to speak. He informed the Executive Board of RTA's upcoming 2019 Leadership Briefing and Tour, which is being hosted in partnership with the Greater Durham Chamber of Commerce and the Chamber for a Greater Chapel Hill-Carrboro. The tour will occur over two days, from June 20-21, and will include a visit to two bus rapid transit systems – the Richmond Pulse and the Metroway serving Alexandria and Arlington – and the Virginia Railway Express commuter rail service in northern Virginia. In addition, they will learn about the development of the BRT system, currently under construction in Montgomery County, Maryland. There are already 25 people registered. Details and registration can be found online at LetsGetMoving.org.

5. Minutes

5.1 Draft minutes from the Executive Board April 17, 2019 meeting.

Attachments: [Exec Brd April 2019 Meeting Minutes Draft](#)

Minutes were included as an attachment.

A motion was made by Member Will Allen III, seconded by Vice Chair Hutchinson that the minutes from the previous April 17, 2019 meeting be approved. The motion carried by unanimous vote.

6. Public Hearing**6.1 FY2018-2027 Transportation Improvement Program Amendment #7**

Gretchen Vetter, CAMPO Staff

Requested Action: Conduct Public Hearing. Consider approval of FY2018-2027 TIP Amendment #7.

Attachments: [TIP Amendment #7](#)

Ms. Gretchen Vetter, MPO Staff Member reported on this item.

Ms. Vetter stated that the FY2018-2027 Transportation Improvement Program has a proposed amendment. Projects in this amendment are reflective of recommended action by the CAMPO TCC to program funding on new shovel-ready projects to protect funding from a future rescission.

Ms. Vetter noted that the public comment period for the FY2018-2027 TIP Amendment #7 was opened for public comment on April 15 and remained open until today, May 15, 2019.

Chair Weinbrecht opened the Public Hearing. No members of the public were present to speak. Chair Weinbrecht closed the Public Hearing.

A motion was made by Member Allen III, seconded by Member Nowell that the FY2018-2027 Transportation Improvement Program Amendment #7 be approved. The motion carried by unanimous vote.

End of Public Hearings

There being no public comments, Chair Weinbrecht closed the Public Hearing.

7. Regular Agenda

7.1

Non-Motorized Volume Data Program - Phase II Update (May 2019)

Sarah Searcy, ITRE Staff Member

Requested Action: Receive as Information.**Attachments:** [Non-Motorized Volume Data Program Update](#)

Ms. Blythe Carter, ITRE Staff Member reported on this item.

Ms. Carter stated that the Institute for Transportation Research and Education (ITRE) currently manages the North Carolina Non-Motorized Volume Data Program (NC NMVDP) on behalf of the North Carolina Department of Transportation (NCDOT). The purpose of the program is to establish a robust data collection framework to reliably calculate sidewalk, shared use path, bike lane, and shared lane volumes through the installation of permanent bicycle and pedestrian counters that continuously collect count data on representative facilities in North Carolina. ITRE, as an agent of NCDOT, has partnered with local agencies and the technology vendor, Eco-Counter, to install and monitor inductive loop bicycle detectors and passive infrared pedestrian sensors at counting locations in various municipalities across North Carolina. Ms. Carter explained the data collection process.

Ms. Carter explained that the primary motivation of the NC NMVDP is to use a system of continuous counters to determine travel patterns by purpose and variability over time to inform the development of daily and seasonal factors. Continuous counting locations are assigned to a factor group based on similar pedestrian or bicycle activity patterns (e.g., commuter vs. recreational) and count data from each group is used to develop expansion factors. These factors are then applied to shorter duration counts collected with portable counters to generate annual volumes. Short duration counts provide geographic coverage, while continuous counts provide the temporal coverage needed to account for day of week and seasonal trends. Ms. Carter further noted that the NC NMVDP is testing and establishing consistent and replicable data collection and analysis processes that will enable municipalities to count users on facilities at any time of the year and extrapolate reliable estimates of annual pedestrian or bicyclist volumes. The continuous counters further provide valuable and comprehensive user volume data to local agency partners to use for various local applications, from justifying facility improvements or network expansion to monitoring visitation to central business districts.

Ms. Carter stated that in June 2018, ITRE completed the installation of counters under Phase II of the NC NMVDP that are located in the CAMPO region of NC. These locations were selected based on recommendations from local agency partners in Apex, Cary, Raleigh, and Wake Forest that were assessed by ITRE/NCDOT for suitability based on factors such as site conditions, evaluation of short duration volumes, and anticipated travel patterns.

Non-routine maintenance of the counter locations within CAMPO will be performed by ITRE/NCDOT for the first two years after installation until the counters transfer ownership to CAMPO and its local governments according to their executed Memorandum of Agreements (MOAs). ITRE/NCDOT will also perform data monitoring, validation, QA/QC, and reporting for the counters for the 10 year equipment lifetime.

Ms. Carter noted that in the beginning in 2019, NC NMVDP quarterly and annual data will be provided through Eco-Visio 5 and its dashboard system, that regular information on data reports, technical assistance support, training opportunities, and updates to program processes will be provided to agency partners through a quarterly newsletter; and that

ITRE under the guidance of NCDOT will begin a program evaluation of the NC NMVDP to access the program's performance, inform its future growth, and support changes to program processes and products to better meet the needs of the state and its local agency partners.

Vice Chair Sig Hutchinson asked whether the data could be broken down by hourly segments to analyze peak periods. Ms. Carter confirmed that it can. Mr. Hutchinson also asked about the Neuse River Greenway counters and the daily averages they were reporting for the winter months/quarter. The Ecovisio webpage for that Greenway was displayed on the screen and Ms. Carter demonstrated a few of the reporting capabilities on the report.

Member Allen asked whether the counter are able to distinguish between bikeshare bikes and others. Ms. Carter stated that it cannot, and the same is true for bikes with polycarbonate frames. Mr. Allen also asked if the counters can distinguish scooters, or e-bikes from manual bikes. Ms. Carter stated that it cannot, and that scooters are registered as pedestrians but they are working on ideas to better distinguish them.

Mr. Hutchinson stated that this information could be helpful for use in grant application submittals, including LAPP and CMAQ requests. He also stated that it would be worthwhile to put out a press release about the data and reporting tools, including messaging about public health and active living.

Member Eagles asked whether the counters would be inconspicuous. Ms. Carter responded she believed so. and that she had observed sites to ensure that the counters were functional and had conversations with greenway users who had no idea the counters were there. Ms. Carter added that the purpose of the program is to establish patterns in pedestrian and bicycle volume so that data similar to that used in roadway projects analysis could be developed.

Ms. Carter stated that raw data is given to CAMPO but she did not advise sharing this data until the scrubbed data was available from ITRE.

The Non-Motorized Volume Data Program - Phase II Update (May 2019) Report was received as information.

7.2**Southwest Area Study - Update**

Kenneth Withrow, MPO Staff

Requested Action: Receive as information for incorporation into the Study Report.

Mr. Kenneth Withrow, MPO Staff reported on this item.

Mr. Withrow stated that the Capital Area Metropolitan Planning Organization (CAMPO), in cooperation with the North Carolina Department of Transportation (NCDOT) are developing an update to the original Southwest Area Study that will address the changes in land use and transportation in the area since 2012; and serve to inform the 2050 Metropolitan Transportation Plan (MTP).

Mr. Withrow further noted that over the past year extensive work has been done and meetings have occurred to review land use, policy and transportation proposals. Public outreach has also served as a major component of the planning process.

Mr. Withrow provided a high-level summary of ongoing efforts and focused on transportation recommendations, products from the study, including recommendations illustrating how to carry out policy steps and performance evaluations. Eight (8) Hot Spots were explained, with specific recommendations for the NC 55-Apex project: 1. Future NC 751 2. NC 55 – Apex 3. US 401 at Ten-Ten Road 4. NC 42 5. NC 55 – Angier 6. NC 42/Main Street at Wake Chapel Road 7. Broad Street at Ennis Street, and 8. Piney Grove-Wilbon Road at Wade Nash Road.

Safe Routes to Schools were addressed, which included school zones, sidewalks and connections, high visibility crossings, walk and bike events, and discussions with school principals for best practices.

Mr. Withrow explained the term 'low stress network', which refers to either greenways and trails, or the buffer along roadways separating motor vehicles from pedestrians and/or bicyclists. Mr. Withrow also presented possible transit opportunities for the area that go beyond the adopted Wake Bus Plan; as well as the impact that technology may have upon transportation for the area in future decades. He concluded with the proposed Next Steps, which include:

Pop-Up Events - ongoing on sidewalks, at the Southern Wake Regional Center in Fuquay-Varina and at Farmer's Markets

Executive Board – June 21 at 4:00 pm

Local Boards / Council presentations – July/August

Harnett County – July 15 at 6:00 pm

Apex Town Council – July 16 at 7:00 pm

Holly Springs Town Council – July 16 at 6:30 pm

Fuquay-Varina Board – August 5 at 7:00 pm

Angier Board – August 6 at 7:00 pm

Wake County Board – August 7 at 1:30 pm

Endorsement – August 21 at 4:00 pm

The Southwest Area Study was received as information for incorporation into the Study Report.

There were no questions or comments from the Executive Board.

The Southwest Area Study Report was received as information.

7.3

FYs 2019 and 2020 Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) Program Project Selection

Crystal Odum, CAMPO Staff

Requested Action: Consider approval of recommended Section 5310 program of projects for FY 2019 and FY 2020.

Attachments: [FFY 19-20 Section 5310 Funds Program of Projects_04_26_2019](#)

Ms. Crystal Odum, MPO Staff Member reported on this item.

Ms. Odum reviewed that 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.

Ms. Odum reviewed that in accordance with the program management plan, for FYs 2019 and 2020, GoRaleigh administered a call for eligible projects from March 1, 2019, through March 29, 2019, 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 12, 2019, and a recorded Power Point presentation/webinar was available on GoRaleigh's website during the call for projects period. A total of \$1,298,618 is available to be awarded for eligible projects for the FYs 2019 and 2020 call.

Ms. Odum noted that in response to the call for projects, a total of eight (8) applications were received from various agencies. A project selection committee comprised of representatives from CAMPO, DCHC MPO, the Town of Garner and the City of Creedmoor convened on April 10, 2019, 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. Seven (7) of the eight (8) applications were determined to be eligible for the available funding and recommended for funding. One applicant was eliminated from funding consideration due to a score of 20 out of 100 possible points for the organization's application, reflecting application deficiencies and incomplete responses to some questions, including responses necessary to verify grants eligibility (e.g. whether rides offered are exclusive versus the shared ride requirement).

Ms. Odum stated that the total aggregate request for Section 5310 funding among the eight (8) applications was \$2,243,761, 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 A for this item. The project selection committee recommended to fully fund the requests received by four (4) non-profit agencies that propose to provide mobility management and essential trips for elderly persons and persons with disabilities (i.e. Alliance for Disabilities Advocates, Arc of the Triangle, Community and Senior Services of Johnston County, and Western Wake Crisis Ministry - *Alliance for Disability Advocates' original budget request was adjusted downward by the applicant.)*

For the remaining requests, the project selection committee recommended partial funding to support funding for training, a volunteer program, and vehicle requests for the Center for Volunteer Caregiving, GoWake Access and GoTriangle.

There were no questions or comments from the Executive Board.

A motion was made by Vice Chair Hutchinson, seconded by Member Allen III that the FYs 2019 and 2020 Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) Program Project Selection be approved. The motion carried by unanimous vote.

7.4

FY 20 Unified Planning Work Program - Amendment #1

Shelby Powell, MPO Staff

Requested Action: Receive as information.

Attachments: FY 2020 UPWP - Amendment #1
FY 2020 UPWP - Original
FY 2020 Member Dues - Amended

Ms. Shelby Powell, CAMPO Deputy Director reported on this item.

Ms. Powell stated that due to a redistribution of un-used planning funds by the NCDOT, CAMPO has received an additional \$481,601 in planning funds for FY 20. This funding will alleviate the need to utilize as much of the MPO's discretionary STBGDA funds to complete our FY 20 work program. These funds also will help cover a small adjustment in benefit costs. Ms. Powell further explained that the scope of the FY 20 UPWP will not change; the funding sources for the work have been updated in the attached table. As a result of the increased planning funding, the anticipated member shares will also increase slightly. The attached Member Shares table outlines anticipated changes to the previous estimates.

Ms. Powell noted that the Amendment will be available for public comment between May 6, 2019 and June 5, 2019. The Executive Board will consider adoption of the Amendment at its June 19, 2019 meeting.

There were no questions or comments from the Executive Board.

The UPWP Report was received as information.

7.5 Statewide Prioritization (SPOT 6.0) Update

Alex Rickard, MPO Staff

Requested Action: Receive as information

Attachments: [P6.0 Schedule](#)

Mr. Alex Rickard, CAMPO Deputy Director reported on this item.

Mr. Rickard stated that the MPO completed the prioritization process for the FY 2020-2029 State Transportation Improvement Program (STIP) in 2018 through the SPOT 5.0 process. The MPO is scheduled to adopt the 2020-2029 TIP in August 2019. Mr. Rickard provided additional information for SPOT 5. This included a review of project delays and causes with focus on the removal of the Durham Orange Light Rail project and Fayetteville outer loop delay for Region C, and how these will affect the draft STIP going forward.

Mr. Rickard noted that the MPO is now developing the 2022-2031 STIP through the SPOT 6.0 process. The SPOT process involves three specific actions by the MPO:

- The selection of project to be submitted into the prioritization process for scoring.*
- Assignment of local input points to Regional Impact and Division Needs category projects.*
- Adoption of the corresponding Transportation Improvement Program (TIP).*

Mr. Rickard reviewed the changes to criteria for P6.0, safety benefits factor updates and the process for moving from SPOT to STIP.

He stated that the MPO staff will review the process and schedule for the Statewide Prioritization (SPOT) 6.0 cycle. The first step is for the MPO to select new candidate projects for prioritization. All projects receiving funding for ROW or construction in the first six years of the 2020-2029 STIP are considered "committed" and not subject to reprioritization. Projects receiving funding in the last four years (2026-2029), having a completed or active NEPA document, sibling projects to committed projects are considered "existing projects" for SPOT 6.0 and do not need to be resubmitted. Mr. Rickard explained that the MPO can submit up to 44 new projects per mode and that all new projects must be submitted to NCDOT by 5:00 PM on September 27, 2019. Mr. Rickard noted that the MPO has opened a call for aviation, bike/ped and transit projects through May 20, 2019.

Mr. Rickard provided a review of the SPOT schedule, next steps and funding forecast. He added that the subcommittee would resume meetings in late summer to work with the new SPOT schedule.

Chair Weinbrecht asked TCC Member Ben Howell if the Highway 54 project in Morrisville would be resubmitted to SPOT 5. TCC Member Ben Howell responded that they would inform the council regarding any schedule changes and then find out how they want to proceed.

The Statewide Prioritization (SPOT 6.0) Update was received as information.

7.6

Federal Rescission Update

Gretchen Vetter, CAMPO Staff

Requested Action: Receive as Information.

Attachments: [Summary Report for May](#)
[Unobligated Funding Report Cover Sheet](#)
[LAPP Unobligated Funds report Executive Board May 2019](#)

Ms. Gretchen Vetter, MPO Staff Member reported on this item.

Ms. Vetter stated that the CAMPO Staff will provide an update on the rescission of federal highway program funding scheduled for the end of federal fiscal year 2019, and that the upcoming schedule and deadlines below were presented to the CAMPO Executive Board at their April 17, 2019 Meeting.

Ms. Vetter reviewed the LAPP goals, with emphasis on avoiding future Federal rescissions to the maximum extent possible, previous options presented to the TCC and Executive Board and upcoming deadlines.

May

- Deadline for TIP Action to program additional funding to existing LAPP projects and/or program funding on new projects. This action was taken during today's public hearing.

June

*- Deadline to Flex Funds to FTA.
- Target deadline for all LAPP projects to request funding authorization from FHWA (in LAPP handbook).*

August

- Decision from Executive Board on whether to reprogram or deprogram exposed projects that did not reach deadline. Decision determines how much funding available for LAPP FY2021 Call for Projects, which generally begins in August.

Ms. Vetter noted that the CAMPO Executive Board approved the two recommendations made by the TCC at the April Meeting: 1) Consider approving a strategy to protect funds from a rescission that includes a) programming funding on two new shovel-ready CMAQ projects that have been scored in previous LAPP cycles, b) allowing FY20 CMAQ projects with PE funding programmed to begin projects early, and c) drawing down the remaining funding balance by retroactively applying a higher federal match to existing LAPP CMAQ projects. 2) Consider requesting CAMPO Staff further examine the impacts of reprogramming existing LAPP projects that do not meet rescission deadline in a future fiscal year.

Chair Weinbrecht requested clarification between the June and August deadlines. Ms. Vetter responded that June was more funding oriented, whereas August was more project focused upon those anticipated to be authorized versus those which would most likely not make the deadline. CAMPO Executive Director Chris Lukasina stated that, in the unlikely scenario that all listed projects actually qualified in time, we may need to either backfill with STP funds or reduce future year programming levels to compensate. Mr. Lukasina added that a decision will need to be made in August for what to do with any projects that did not obligate within the deadline.

The Federal Rescission Report was received as information.

8. Informational Item: Budget**8.1**

Requested Action: Receive as information.

Attachments: [FY 19 Projected Member Dues QTR 3](#)

The Member Shares FY 2019 Report was included in the agenda.

The Member Shares Report was received as information.

8.2

Operating Budget - FY 2019
Lisa Blackburn, MPO Staff

Requested Action: Receive as information.

Attachments: [FY 19 Projected Budget QTR 3](#)

The Operating Budget Report was included in the agenda.

The Operating Budget Report was received as information.

9. Informational Item: Project Updates**9.1****Project Updates**

Requested Action: Receive as information.

Attachments: [Exec Brd Project Updates May 2019](#)

The Project Updates Report was included in the agenda.

The Project Updates Report was received as information.

10. Informational Item: Staff Reports

CAMPO Executive Director Mr. Chris Lukasina stated that:

-The Wake Transit Work Plan for Fiscal Year 20 has been released and is currently out for public comment. It will be up for Executive Board decision in June.

-There will be a joint MPO Board meeting on May 29, 2019 at RTP Headquarters, which will begin at 09:00 a.m.

-The TPAC Administrator position has been filled and the new staff member will begin on July 1, 2019.

-The 2020 Census is less than a year away, which will require CAMPO to review boundaries with reference to urbanized areas and possible additional funding. There will be predictive analysis conducted in the next 12-18 months for 2021-2022.

-CAMPO is due for a Strategic Plan Update, which will involve two phases: 1) Will be updates with the existing membership within the defined Raleigh Urbanized Area and those who previously voluntarily joined the MPO, and, 2) Invite new jurisdictions that are now eligible to join the MPO.

The NCAMPO conference in Charlotte was a huge success, with an estimated 650 people in attendance. Mr. Lukasina stated that CAMPO was well represented, there were several staff presentations at sessions, and thanked all participants.

Mr. Lukasina also reminded members to please sign in or their presence would not be counted.

Executive Board Chair – Chairman Weinbrecht stated that the June meeting will be important, and a quorum will be needed. He requested high attendance or members inform CAMPO staff if unable to attend.

TCC Chair - no report.

NCDOT Transportation Planning - no report.

NCDOT Division 4 - no report.

NCDOT Division 5 - TCC Member Joey Hopkins reported that the Transportation Fair was also a large success, and that interactions with the public were generally positive, including addressing concerns regarding the U.S. Highway 64 improvement impacts. Mr. Hopkins thanked City of Raleigh and CAMPO staff for set up assistance and attendance.

NCDOT Division 6 - absent.

NCDOT Rail Division - absent.

NC Turnpike Authority - absent.

Executive Board Members - no report.

The Staff Report was received as information.

11. Adjournment

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

Upcoming Meetings/Events

<i>Joint CAMPO & DCHC MPO Boards Mtg</i>	<i>May 29, 2019</i>
<i>RTP Foundation, NC</i>	<i>9:00 - 11:30 a.m.</i>

<i>Capital Area MPO TCC Meeting</i>	<i>June 6, 2019</i>
<i>One Bank of America Plaza</i>	<i>10:00 - noon</i>
<i>421 Fayetteville Street, Suite 203</i>	
<i>Raleigh, NC 27601</i>	

<i>Capital Area MPO TAC Meeting</i>	<i>June 19, 2019</i>
<i>One Bank of America Plaza</i>	<i>4:00 - 6:00 p.m.</i>
<i>421 Fayetteville Street, Suite 203</i>	
<i>Raleigh, NC 27601</i>	