

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

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

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Wednesday, July 15, 2020

4:00 PM

Conference Room

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## 1. Welcome and Introductions

*Notice: In order to protect the safety of the public, MPO partners, and staff during the COVID-19 States of Emergency, CAMPO is converting all meetings to a remote electronic format for the duration of the States of Emergency. The conference rooms and CAMPO Office are closed to meetings. Login information for each meeting can be found on both the homepage calendar and our Virtual Meeting Logistics webpage. This information was provided to the Executive Board Members and Alternates via email a week prior to the meeting.*

*Chair Hutchinson welcomed everyone and asked if there were any new introductions to be made. There were no new members to be introduced. He explained the logistics and planned course of action for the virtual meeting.*

*Each Executive Board member or alternate was asked to orally confirm attendance.*

**Present:** 18 - William Allen III, Mary-Ann Baldwin, Scott Brame, John Byrne, TJ Cawley, Ronnie Currin, Joe Geigle, Jacques Gilbert, Michael Grannis, Chair Sig Hutchinson, Vice Chair Vivian Jones, RS "Butch" Lawter, Ken Marshburn, Bob Matheny, Phil Matthews, Neena Nowell, Howard Penny, and Board Member Harold Weinbrecht

**Absent:** 13 - Virginia Gray, Valerie Jordan, Timothy Karan, Catherine Knudson, Matt Mulhollem, James Roberson, Perry Safran, Michael Schriver, Dick Sears, Bob Smith, Gus Tulloss, Art Wright, and Grady Hunt

## 2. Adjustments to the Agenda

*There were no adjustments to the agenda.*

### **3. Ethics Statement:**

*Vice Chair Vivian Jones 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.*

*Executive Board members and alternates are required by law to file certain financial disclosures called the Statement of Economic Interest (SEI) and Real Estate Disclosure (RED) forms with the State Ethics Commission.*

*These two forms are due within 60 days of appointment and then every year thereafter.*

*Failure to file may result in fines of up to \$500 annually for an Executive Board member.*

*As of 2019, the State Ethics Commission has a new electronic filing system:  
<https://ef.ncsbe.gov/>*

*This information was included in the previous agenda distribution emailing. A handout was also provided with full information and instructions for completing the forms.*

### **4. Public Comments**

*Chair Hutchinson opened Public Comments and explained the parameters of this format. As there were no members of the public who wished to speak, Chair Hutchinson closed Public Comments.*

### **5. Consent Agenda**

**A motion was made by Member Will Allen III, seconded by Member Michael Grannis to approve all items on the Consent Agenda. The motion carried by unanimous vote.**

#### **5.1**

Executive Board June 2020 Meeting Minutes Draft

**Requested Action:** Executive Board Approval of June 2020 Meeting Minutes Draft

**Attachments:** [Executive Board June 2020 Mtg Minutes Draft](#)

**A motion was made by Board Member Allen, III, seconded by Board Member Grannis, to approve the Consent Agenda. The motion carried unanimously.**

**5.2 Public Participation Plan Update - Electronic Meetings**

Bonnie Parker, MPO Staff

**Requested Action:** Adopt the Public Participation Plan Update.**Attachments:** [Staff Report](#)[Draft of proposed changes in RED. PPP Update](#)[Draft PPP Update.clean copy](#)

A motion was made by Board Member Allen, III, seconded by Board Member Grannis, to approve the Consent Agenda. The motion carried unanimously.

**5.3 Updates to the Air Quality Memorandum of Agreement (MOA)**

Chris Lukasina, CAMPO Staff

**Requested Action:** Authorize the Executive Director to execute the updated Air Quality MOA.**Attachments:** [Staff Report](#)[North Carolina Capital Area MOA Clean Final Revised](#)

A motion was made by Board Member Allen, III, seconded by Board Member Grannis, to approve the Consent Agenda. The motion carried unanimously.

**End of Consent Agenda****6. Public Hearing**

## 6.1 Locally Administered Projects Program (LAPP) FY2022 Proposed Changes and Target Modal Investment Mix

Gretchen Vetter, CAMPO Staff

**Requested Action:** Conduct a Public Hearing.

**Attachments:** Staff Report  
FY2022 LAPP Potential Changes Memo

*Ms. Gretchen Vetter, CAMPO Staff reported on this item.*

*Ms. Vetter stated that the LAPP program is still moving forward, and preparations for FY 2022 have begun. The call for projects is anticipated to open during the August 2020 Executive Board Meeting. There have been three LAPP Steering Committee meetings, during which recommendations for any proposed changes to the program and the Target Modal Investment Mix have occurred. The FY 2022 LAPP Committee addressed four issues and the Target Modal Investment Mix. These issues include:*

*Issue #1: Roadway Travel Time Savings Calculation (For Information Only)  
Benefit/Cost: 20 Points: Travel time savings anticipated by the implementation of the project, as identified using the regional travel demand model compared to the cost of the project to the LAPP program.  
Travel Time Savings / LAPP Cost: CAMPO Staff is enhancing the methodology in which Travel Time Savings for roadway projects is calculated in order to normalize specific data sets, including segment length and speed limits.*

*Issue #2: Revisiting Submittal Reduction for Delayed Projects Policy  
The current policy aims to hold jurisdictions accountable for existing LAPP Projects behind schedule:*

*"For applicants with prior projects that have not obligated funds, the applicant must reduce the number of allowable new applications per agency per mode by the number of that agency's prior LAPP projects (by mode) that did not meet authorization prior to the end of the federal fiscal year."*

*Ms. Vetter stated that the recommended change to this policy would be to remove the language "by mode" from the existing policy. The new policy would still allow all LAPP applications to submit a minimum of one project per year. The policy would go into effect in FY2023 round of LAPP.*

*Issue #3: Modal Submittal Cap  
The current policy states that LAPP applications will not be accepted for LAPP funds exceeding the modal target dollar figure as set by the target modal investment mix.*

*In FFY2021 one roadway project was awarded 65% of total investment in roadway category. Members of the Steering and Selection Panel requested that this subject be discussed to ensure mutual agreement. A discussion was also held during the FFY2015 program development period, during which it was decided not to make any changes to this policy.*

*There is no recommended change for this issue. The LAPP Steering Committee ultimately agreed that the score of the project should have a higher significance when considering funding, compared to the total cost. The LAPP Selection Panel would also have the opportunity to address situations in which this concern arises.*

*Issue #4: Target Modal Investment Mix*

The recommended Target Modal Investment Mix is the same as FFY 2021. The recommended mix is 65% Roadway, 8% Transit, 27% Bicycle and Pedestrian. The Steering Committee noted a need for funding in all three modes funded through LAPP, and could not justify adding more funding to one mode at the expense of another.

*Issue #5: Transit Scoring*

Ms. Vetter shared a brief history of the LAPP scoring process for transit projects, noting that a formal quantitative scoring methodology was implemented in FFY2016 Round of LAPP. Since then: Wake Transit Tax District Funding has become available, the Wake Transit Plan is under Implementation, and Transit coverage and service has increased in the Region. Ms. Vetter noted this was an appropriate time to check in on the Transit scoring criteria and make sure the scoring methodology was meeting its intended effect. Ms. Vetter reminded the TCC of the current scoring methodology for Transit projects:

*Transit Effectiveness Score: 50 Total Points*

- *Safety and Security Concerns: 5 Points*
- *Rider Experience: 5 Points*
- *Connectivity: 10 Points*
- *Improves Facilities: 10 Points*
- *Reliability Improvements: 10 Points*
- *Benefit Cost: 10 Points*

*Planning Consistency: 10 Points*

*Local Priority Points: 10 Points*

*Prior Agency Funding: 10 Points*

Ms. Vetter expressed that there are four recommended changes to LAPP Transit Scoring: 1) Reliability Improvements Measure, 2) Safety and Security Measure, 3) Rider Experience Measure and 4) Minimum Requirements for Bus Stop Improvements.

*Proposal #1: Reliability Improvements Measure*

Ms. Vetter stated that the current approach focuses on improving time reliability and reducing delays across the system. Scores will be awarded on a scaled basis for all submitted projects with the top project receiving 10 points, and the project will be scored based on the following formula:

*(travel time on the route after the improvement – travel time on the route before improvement) \* # average daily ridership on the route anticipated 12 months after the improvement is completed.*

Ms. Vetter explained the reason to address this issue now is because the intended effect of this scoring criterion was to have a cascading arrangement of scores based on the scaled value of travel-time savings. Since most projects do not have travel-time savings, most projects receive 0 points for this criterion, while 1 or 2 projects in a given round receive 10 points. This results in minimal variability in scoring for the projects.

Accurately scoring these projects has also raised issues, since a lack of standardization for calculating the travel time savings for reliability improvement projects create difficulty in fairly scoring each improvement.

Ms. Vetter shared the proposed change: Change reliability improvements from a quantitative formula to a tiered score based on impact by project type. This would allow

more variation in scoring compared to the scaled cascading model that is currently in place. This would also allow for more consistency and clarity when scoring this criterion. High Impact projects would receive 10 points, medium impact projects would receive 5 points, low impact projects would receive 1 point, and no impact projects would receive 0 points for the criteria. (A detailed chart of all project types and impacts can be found in the agenda attachments).

*Proposal #2: Safety and Security Concerns Measure*

Ms. Vetter explained that the current approach enhances safety and security of the system, rider or user. The proposed project must address a documented safety or security concern or policy. If the project sponsor effectively demonstrates improved safety and security resulting from the project, the project will receive 5 points.

Ms. Vetter explained the reason to address this issue now is because the intention of the current scoring method is to award projects that address a safety and security issue. Since most transit projects submitted to CAMPO can justify having a safety and/or security component, these points are usually awarded to all projects and does not increase competition and variability between projects. The types of projects funded through LAPP have a significant opportunity to affect the safety and security of the transit network and its users.

Ms. Vetter shared the proposed change: Change scoring criterion from binary (yes/no) evaluation to tiered evaluation based on impact by project type. This would allow for variation in the scoring, increasing the competition in this criterion. This tiered approach scoring for safety and security is consistent with how many other MPOs and DOTs address this subject. High impact projects would receive 5 points, medium impact projects would receive 3 points, low impact projects would receive 1 point, and no impact project would receive 0 points. (A detailed chart of all project types and impacts can be found in the agenda attachments).

*Proposal #3: Rider Experience Measure*

Ms. Vetter expressed that the current approach enhances amenities that contribute to a more comfortable and convenient user experience. The proposed project must improve or enhance the rider experience. If the project sponsor effectively demonstrates enhanced comfort or convenience of the rider, the project will receive 5 points.

Ms. Vetter revealed that the reason to address this issue now is because, similar to safety and security concerns, CAMPO wishes to address the rider experience measure to expand the scoring variation from either 5 points or 0 points. Since most projects can justify their project improves the rider experience, most projects receive 5 points for this criterion. Changing the way this measure is scored would allow more competition and variation between scores.

Ms. Vetter shared the proposed change: Change scoring criterion from binary (yes/no) evaluation to tiered evaluation based on impact by project type. This would allow for variation in the scoring, increasing the competition in this measure. High impact projects would receive 5 points, medium impact projects would receive 3 points, low impact projects would receive 1 point, and no impact projects would receive 0 points. (A detailed chart of all project types and impacts can be found in the agenda attachments).

*Proposal #4: Minimum requirements for bus stop improvements*

Ms. Vetter announced that LAPP currently does not have minimum requirements in place for bus stop improvement projects. To maintain consistent levels of expectations for all bus stop improvement projects, CAMPO proposes imposing minimum requirements for

*these projects. If an applicant's local policy has stricter requirements for these criteria, the applicant should follow their local policy. Bus stop improvements should at a minimum:*

- Identify all bus stops with clear signage*
- Ensure new bus stops are accessible and meet the federal Americans with Disabilities (ADA) standards, where practical.*
- Upgrade existing bus stops to meet federal ADA standards, where practical.*
- Provide passenger amenities such as shelters and benches, depending on the level of passenger activity. Generally speaking, stops with more than 25 daily passenger boardings or more will be equipped with a shelter.*

*Ms. Vetter stated that these proposed changes and Target Modal Investment Mix were posted for Public Comment from June 12, 2020 and will remain open through July 16, 2020.*

*Chair Hutchinson opened Public Hearing and explained the parameters of this format. As there were no members of the public who wished to speak, Chair Hutchinson closed Public Hearing.*

**The Locally Administered Projects Program (LAPP) FY2022 Proposed Changes and Target Modal Investment Mix was received as information.**

## **End of Public Hearings**

## **7. Regular Agenda**

## 7.1

**Update on Wake Transit Vision Plan Development and FY 21 Work Plan Reassessment**

Bret Martin, MPO Staff

**Requested Action:** Receive as information.

**Attachments:** Staff Report

*Mr. Martin reminded all that there have been some significant changes to Wake Transit revenue assumptions since February, due to economic uncertainty and decreases in sales tax collections brought on by the current CoVid-19 pandemic with its social distancing and 'stay-at-home' measures. Mr. Martin reviewed changes to the assumed budgeted revenues and compared the current fiscal situation to hurricane forecasting.*

*Mr. Martin stated that, as with an impending hurricane, there is a 'cone of uncertainty' surrounding the possible fiscal picture and future involving Wake Transit finances. This cone combines both known information and educated guesses for what might occur, and attempts to prepare for both best and worst case scenarios. Mr. Martin compared data from February 2020 to June 2020 to show the expected range of revenue reductions, from the most conservative to least/more optimistic scenarios. He reminded all that these forecasts can change with the arrival of new information. He stated that the cost side remains largely unchanged, but the revenue side has changed quite a bit.*

*Mr. Martin expressed that before the COVID impact, the projected revenue forecast from dedicated sales taxes through 2030 in February 2020 was approximately \$1.2 billion dollars. Post COVID, in June 2020, the projected revenue was approximately \$921 million – \$1.1 billion dollars. This is a reduction of approximately \$107 million – \$250 million dollars.*

*Mr. Martin said that potentially difficult choices may need to be made concerning capital programming: - which projects can still be completed and which may need to be postponed.*

*Mr. Martin stressed important takeaways from the financial analysis conducted, which include:*

- *Use Additional 3 Years of Tax Collections Through 2030 to Support Already Programmed Expenditures*
- *Low Chance of Capacity for New Investment in Additional 3 Years of Planning Horizon*
- *Some Programmed Expenditures Delayed*
- *Likely Need Cuts to Overall Expenditures (if only looking through 2030)*
- *Will Revisit in October with Updated Revenue Data*
- *Public/Stakeholder Messaging and Input ☐ Help Set Priorities*

*Member Will Allen III requested clarification for the timeline of the possible project postponements, in particular for bus rapid transit and commuter rail. Mr. Martin responded that, unfortunately, due to the Covid-19 pandemic, some projects will definitely be affected but the exact timeline or which projects is still undetermined at this point. A number of technical aspects of the planned reprioritization process, including reviews of project readiness, internal prioritization of projects by project sponsors, and evaluation of projects against the adopted project prioritization policy will help shape reprogramming, as will public input. Mr. Allen expressed concern about the capital projects already programmed through 2027 – he cited as example the commuter rail study already in*

*progress and stated that information would be helpful as soon as possible.*

*Mr. Martin provided an updated task schedule which does not include an assumption that there will be capacity for new projects. He stressed that the next step of reprioritizing investments is a critical one, and that there is a need to understand public priorities within the set of already programmed projects. This will include a Public Engagement Period from August 3rd – 28th,, and a Stakeholder Engagement Period in mid-September. The focus will still remain on implementing the 4 Big Moves and the 2016 Wake Transit Plan. There will be a survey to help better understand travel priorities and to prioritize future projects in a multi-year investment strategy.*

*Chair Hutchinson stated that while he recognized the reduction in revenue will have significant impacts that it is important to continue to move forward with the 4 Big Moves. Mayor Mary-Ann Baldwin echoed this sentiment. She encouraged everyone to remain positive and to keep focusing forward.*

**The Update on Wake Transit Vision Plan Development and FY 21 Work Plan Reassessment was received as information.**

## **8. Informational Item: Budget**

### **8.1 Member Shares FY 2020** Lisa Blackburn, MPO Staff

**Requested Action:** Receive as Information

**Attachments:** [FY 20 Projected Member Dues QTR 3](#)

*The Member Shares Report was included in the agenda packet.*

**The Member Shares Report was received as information.**

### **8.2 Operating Budget - FY 2020** Lisa Blackburn, MPO Staff

**Requested Action:** Receive as information.

**Attachments:** [FY 20 Projected Budget QTR 3](#)

*The Operating Budget Report was included in the agenda packet.*

**The Operating Budget Report was received as information.**

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

**9.1** Executive Board July 2020 Project Updates

**Requested Action:** Receive as information.

**Attachments:** [Executive Board July 2020 Project Updates](#)

*The Project Updates were included in the agenda packet.*

**The Project Updates item was received as information.**

**9.2** Public Engagement Updates

Bonnie Parker, MPO Staff

**Requested Action:** Receive as information.

**Attachments:** [Public Engagement Updates Exec Board July 2020](#)

*The Public Engagement Updates were included in the agenda packet.*

**The Public Engagement Updates item was received as information.**

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**10. Informational Item: Staff Reports**

*MPO Executive Director Chris Lukasina reported that:*

*- The Triangle Bikeway Project is in progress. The group will be meeting tomorrow and information may be found on the website: [trianglebikeway.com](http://trianglebikeway.com). The POC for this project is CAMPO staff member Mr. Kenneth Withrow.*

*-The FFY 22 LAPP Applicant Training will be held on August 20, 2020.*

*-The US 401 Corridor Study Pre-Proposal meeting will be held on August 17, 2020, which will include consultants and teams that wish to submit proposals.*

*-The Triangle Regional Model is in the process of being updated and a consultant team should be selected in the near future.*

*-CAMPO office operations continue to function through teleworking. Offices are still closed to the public. A plan to reopen in the future is being developed, with new ideas and information shaping it. Mr. Lukasina added that CAMPO staff received in person Wellness Training this week in preparation for the office reopening in the future. Chair Hutchinson expressed his support for teleworking when possible.*

*TCC Chair - no report.*

*NCDOT Transportation Planning Division – no report.*

*NCDOT Division 4 - no report.*

*NCDOT Division 5 – Mr. Joey Hopkins stated that:*

*-House Bill 77 which is largely a budget bill for DOT is now a law as of last week. Highlights of the bill include a reduction in budget of \$500 million dollars based on revenue projections, reducing the budget from \$293 million to \$266 million dollars, which in turn helps to lower the cash floor. This bill gives NCDOT authorization to sell year two Bill Bonds, and NCDOT hopes to have a bond sale this fall, which would require the state treasurer's office approval. These year two and year three bonds can be spent on active construction projects that meet bond guidelines.*

*-There will be other negative impacts of the \$500 million dollars reduction, but there could also be other silver linings. The Garvey Debt Service was increased from 15% to 20%, and the gas tax floor is set at 036.1 cent which will continue until 2021.*

*-There will be a revised STIP to reflect schedule changes. Mr. Hopkins added they hope to be able to move some LAPP projects forward, and that a board restructuring will also take place.*

*-Mowing is in the first cycle. The Litter contract is on hold. Maintenance is largely focused on safety issues.*

*NCDOT Division 6 – no report.*

*NCDOT Rail Division – absent.*

*NC Turnpike Authority – absent.*

*NCDOT Bicycle & Pedestrian Planning Division - absent.*

*Executive Board Members – no report.*

**The Staff Reports item was received as information.**

## **11. Adjournment**

### Upcoming Meetings/Events

<i>Capital Area MPO TCC Meeting</i>	<i>August 6, 2020</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>August 19, 2020</i>
<i>One Bank of America Plaza</i>	<i>4:00 - 6:00</i>
<i>421 Fayetteville Street, Suite 203</i>	
<i>Raleigh, NC 27601</i>	

<i>Capital Area MPO TCC Meeting</i>	<i>September 3, 2020</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>September 16, 2020</i>
<i>One Bank of America Plaza</i>	<i>4:00 - 6:00</i>
<i>421 Fayetteville Street, Suite 203</i>	
<i>Raleigh, NC 27601</i>	