

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

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

Thursday, October 6, 2016

10:00 AM

Conference Room

Minutes were approved at the November 3, 2016 meeting

1. Welcome and Introductions

TCC Chair Benjamin Howell opened the meeting with a Welcome and Introduction. Mr. Darius Sturdivant, NCDOT Division 6 Planning Engineer and Mr. Tim Bender as Alternate for City of Raleigh introduced themselves.

Present: 31 - Tim Maloney, Tim Gardiner, Scott Hammerbacher, Vice Chair Kendra Parrish, Rupal Desai, Justin Jorgensen, Chair Benjamin Howell, David DeYoung, David Eatman, Darcy Downs, Candace Davis, Michael Frangos, Matt Watterson, John Hodges-Copple, Jimmy Eatmon, Tyler Bray, Jason Brown, Joe Bailey, Don Belk, Sandi Bailey, Sean Johnson, Brandon Watson, Ray Boylston, Tim Bender, Eddie Dancausse, Don Mitchell, Jimmy Cobb, Jimmy Eatmon, Shannon Cox, John Paul Zitta, and Jay Sikes

Absent: 13 - Corey Liles, Ken Bowers, Eric Lamb, Berry Gray, Don Willis, Danny Johnson, David Bergmark, Kevin Lewis, Michael Landguth, Joey Hopkins, Christine Sondej, Mike Kennon, and Tammy Ray

2. Adjustments to the Agenda

No Adjustments were made to the agenda.

3. Public Comments

No Public comments were made.

4. Minutes

4.1 TCC Minutes: September 1, 2016 meeting

Requested Action: Approve the September 1, 2016 meeting minutes.

Attachments: [Meeting Minutes for Sept 1, 2016](#)

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

5. Regular Business

5.1 FY 2016-2025 Transportation Improvement Program - Amendment #4

Danna Widmar, MPO Staff

Requested Action: Recommend Executive Board adopt FY 2016-2025 Transportation Improvement Program - Amendment #4, pending no adverse public comment.

Attachments: [TIP Amendment #4](#)

NCDOT's STIP Unit notified the MPO of amendments to the 2016-2025 State TIP. The MPO should update the TIP to reflect these changes in order to meet federal regulations stating that the TIP and STIP must be identical. Additionally, amendments to the 2016-2025 TIP are necessary to accommodate funding for LAPP Projects.

Staff released the draft FY 2016-2017 Transportation Improvement Program - Amendment #4 for public review and comment from September 19, 2016 through October 19, 2016. A public hearing is scheduled at the October 19, 2016 Executive Board meeting.

Danna Widmar distributed an updated spreadsheet that includes LAPP projects that didn't make the September 30, 2016 deadline. The LAPP projects are on pages 3-4. Pages 1-2 include project amendments initiated by NCDOT. There was no further discussion and no questions were asked.

A motion was made by Vice Chair Kendra Parrish, seconded by Member Ray Boylston, that this item be recommended to the Executive Board to adopt the FY 2016-2025 Transportation Improvement Program Amendment #4, pending no adverse public comment. The motion carried by a unanimous vote.

5.2 LAPP Project Amendments

Danna Widmar, MPO Staff

Requested Action: Recommend Executive Board approval of LAPP Project Amendment on C-5168, Morrisville Crabtree Creek Greenway to include \$806,302 additional CMAQ/TAP funds with \$806,302 required local match.

Attachments: [LAPP Project Amendments](#)

The LAPP program receives many requests for modifications to funding, schedule and scope. Many are minor and approved at the staff level. Currently, there is one project in the Town of Morrisville with a funding change request that warrants Executive Board review and action. Additionally, another project was recently declined by the project sponsor, Granville County. The declined project is provided for information only. Danna Widmar explained that Morrisville had received more than one bid on the Crabtree Creek Greenway, but the bids were very high. Ms. Widmar indicated that this is normal in the current market. Morrisville is requesting additional funding of \$806,302 with \$806,302 local match. Staff recommends CMAQ and TAP funds on the project.

Shannon Cox asked what determines if a project needs to go to the Executive Board for approval. Ms. Widmar indicated that the policy is ten percent of the annual program. There were no additional questions and no further discussion.

A motion was made by Vice Chair Kendra Parrish, seconded by Member Tim Maloney, that this item be recommended to the Executive Board for approval of LAPP Project Amendment on C-5168, Morrisville Crabtree Creek Greenway to include \$806,302 additional CMAQ/TAP funds with \$806,302 and a required local match. The motion carried by a unanimous vote.

5.3 Regional Freight Plan - Interim Update

Kenneth Withrow/MPO Staff

Requested Action: Receive as Information

An update was given by CAMPO staff members, Kenneth Withrow & Paul Black and Mushtaqur Rahman with Baseline Mobility on the Regional Freight Plan - Interim Update.

The Capital Area Metropolitan Planning Organization, in cooperation with the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHCMPO), and the North Carolina Department of Transportation (NCDOT) has hired the consultant services of Parsons Brinckerhoff to develop a Regional Freight Plan for the Triangle region. The study is jointly funded by the agencies as mentioned above. The partnership recognizes the importance and need for these agencies to jointly address freight issues in the region. The purpose of the plan is threefold:

- To conduct a comprehensive regional study of freight, goods movement, and services mobility needs;*
- To develop a framework to proactively address freight and goods movement mobility needs and challenges in our region; and*
- To examine all modes of a freight transportation system with emphasis on trucks, rail and air cargo and to develop freight recommendations for the 2045 joint Metropolitan Transportation Plan.*

It is envisioned that the proposed plan will guide freight investments in a manner that supports the region's goals for safety, social equity, economic productivity, sustainability, and livable communities. The consultant team has worked with key private- and public-sector stakeholders to create a Regional Freight Advisory Committee throughout the study process. The Regional Freight Stakeholder Advisory Council (RFSAC), as it is formerly called; met on Thursday, September 22, 2016. Also, the Triangle Regional Freight Plan Steering Committee, which includes the staff from the funding partners, the consultant team project manager and consultant team members, as well as other regional staff chosen for their subject-matter expertise met on September 22 following the Advisory Council meeting. Issues discussed at both meetings included: (1) a Freight Future Conditions Assessment for the Triangle, (2) a review of regional Freight Strategic Corridors for the proposed Triangle Freight Network, and (3) a review of proposed Logistics Clusters and Development Zones.

The actions that are needed from staff and TCC members following the Steering Committee meeting include:

- Reviewing maps showing the proposed nonresidential economic development zones, and*
- Reviewing maps or GIS files of the proposed freight network.*

CAMPO staff sent out an email to set up sessions (either group or individual sessions) with TCC members to review the proposed economic development zones and freight network through their jurisdictions.

This Informational Report was received as information.

5.4 P4.0 (SPOT) Division Needs Point Assignment

Alex Rickard, MPO Staff

Requested Action: Consider approval of proposed local input point assignment for Division Needs projects.

Attachments: [Division Handout](#)

NCDOT released the Draft Regional Impact projects programmed for the 2018-2027 STIP. Regional Impact projects that are not programmed are eligible for consideration of programming with Division Needs funds, a process referred to as “cascading”. During September and October, the MPO must assign 2500 local input points to the Division Needs and cascaded projects. The cascading projects could also include Statewide Mobility projects that were not programmed with Statewide Mobility funds or Regional Impact funds.

The staff has developed a draft point assignment for the 2500 local input points for Division Needs category, which was presented by Alex Rickard, CAMPO staff. The point assignment has been posted for public review and comment for a 30-day period on the CAMPO website. The draft point assignment was presented in the context of the previously agreed-upon modal split for points, and the relative competitiveness of various projects. Mr. Rickard also noted that the point assignment includes points that were donated from Kerr-Tar RPO to CAMPO for projects on US 401.

A motion was made by Member Tyler Bray, seconded by Member Darcy Downs, that this item be recommended to the Executive Board for approval of proposed local input point assignment for Division Needs projects. The motion carried by a unanimous vote.

5.5 Connect 2045; Update on SE Data, future scenario development, and land use modeling

Chris Lukasina, CAMPO

Requested Action: Receive as information and consider approval of items for use in development of the 2045 MTP.

Attachments: [CommunityViz 2 Overview](#)
[Connect2045 Scenarios](#)
[Socio-economic Guide Totals](#)

Mr. Lukasina gave an update on the 2045 Metropolitan Transportation Plan (MTP) will be a joint plan by the Capital Area MPO and the DCHC MPO as has been the case for the last two plan updates. The Triangle J Council of Government (TJCOG) has been responsible for coordinating the many activities and tasks of the two MPOs and of local government staff, particularly with the CommunityViz land use allocation activities. TJCOG provided an update on expected methodologies for the socioeconomic data (SE Data), land use modeling (Community Visualization) and the land use scenarios and transportation networks needed for an alternatives analysis, and on assistance that will be needed from local government staff at the August meeting. Support documents were included as attachments.

A motion was made by Member David DeYoung, seconded by Alternate Jason Brown, that this item be received as information and considered recommended of items to the Executive Board for use in development of the 2045 MTP. The motion carried by a unanimous vote.

- 5.6 Title VI, Minority, Limited English Proficiency (LEP) and Low Income Public Outreach Plan Update
Paul Black, MPO Staff

Requested Action: Receive as information.

Attachments: [Title VI Plan](#)
[Appendix](#)

Mr. Paul Black, CAMPO staff reviewed the existing Title VI, Minority, Limited English Proficiency (LEP), and Low Income Public Outreach Plan and determined the LEP measure for identifying those communities was not possible due to data limitations with the Census. This sparked a review of the entire methodology. After setting up a collaborative effort with Federal Highway Administration, NCDOT, DCHC MPO, and Triangle J COG, a new methodology that includes the entire region is now ready. Along with some technical corrections and the update of all the complaints forms, this is the updated plan. One significant change is the use of the "safe harbor" threshold for LEP- it will require CAMPO to look at many more languages for translation than in the past, and is required by both FHWA and NCDOT.

This Informational Report was received as information.

5.7

Wake County Transit Planning Advisory Committee Meeting Schedule, Work Product Deadlines, and Identification of Lead Agencies for TPAC's Responsibilities

Bret Martin, MPO Staff

Requested Action: Consider approval of the TPAC's recommended meeting schedule, work product deadlines, and identification of lead agencies for its responsibilities and consider acceptance of the TPAC's responsibilities assigned to CAMPO.

Attachments: [Attachment A- Draft TPAC Meeting Schedule](#)
[Attachment B - Draft TPAC Work Products Deadlines](#)
[Attachment C - Draft TPAC Identification of Lead Agencies - Summary](#)
[Attachment D - Draft TPAC Identification of Lead Agencies - Detail](#)

The Wake County Transit Governance Interlocal Agreement (ILA) charges the Wake County Transit Planning Advisory Committee (TPAC) with completing a number of items related to its operational structure by September 4, 2016, including:

- 1) *Bylaws;*
- 2) *Rules dictating the composition, organization and function of the TPAC (contained within Bylaws);*
- 3) *A request to an agency or agencies of staff resources to meet the TPAC's administrative needs (contained within Bylaws);*
- 4) *A meeting schedule;*
- 5) *A list of deadlines for its work products; and*
- 6) *Identification of lead agencies to carry out the TPAC's responsibilities.*

Mr. Bret Martin, CAMPO staff, presented recommendations from the TPAC. The CAMPO Executive Board approved the TCC's September 1st recommendation to consider approval of the TPAC bylaws. The TPAC agreed upon the remaining three (3) items at its August 31st meeting (complying with its September 4th deadline). Given the limited turnaround time for the TCC's consideration, these remaining items were unable to proceed to the TCC's September 1st agenda, and are included instead on today's agenda.

The recommended TPAC meeting schedule is provided as a narrative description of the TPAC's minimum meeting frequency requirement, as well as its current provisional needs for it and its sub-committees to meet more frequently (Attachment A). The TPAC's recommended list of deadlines for its work products, which includes its annual development of the technical plan implementation elements of the Wake Transit Work Plan and its development of quarterly and annual financial and project status reports, is included as Attachment B. A summary of the TPAC's recommended lead agencies for its responsibilities is included as Attachment C. A more detailed explanation of agency roles in the development of each task or component of TPAC responsibilities is included in Attachment D. The TPAC's recommendation to the Executive Board for this item was unanimous.

A motion was made by Member Darcy Downs, seconded by Member Ray Boylston, that this item be recommended for approval to the Executive Board. The motion carried by a unanimous vote.

5.8 Request for Support: Interstate Designation for US 264

Shelby Powell, MPO Staff

Requested Action: Consider adoption of a resolution of support for NCDOT's request to FHWA for future interstate designation for US 264.

Attachments: [US 264 Future Interstate Request Map](#)
[Resolution of Support](#)

Ms. Shelby Powell, CAMPO staff, stated that NCDOT has requested support from CAMPO in their request to FHWA for consideration of a future interstate designation for US 264 from Zebulon to Greenville. This interstate would serve to connect both the Triangle area and Greenville to I-95. Approximately three miles of the 56-mile request fall within CAMPO's planning area. The portion of proposed Future I-595 from I-95 to the I-795 interchange with US 264 is currently identified as I-795, a previously approved interstate section. East of the I-795 interchange, proposed Future I-595 is a controlled access, divided, multi-lane facility, but is not built to interstate standards with the primary deficiencies being paved shoulder widths and structure clearances.

A motion was made by Member Tim Maloney, seconded by Member David DeYoung, that this item be recommended to the Executive Board and to be adopted with a resolution of support for NCDOT's request to FHWA for future interstate designation for US 264. The motion carried by a unanimous vote.

6. Informational Item: Budget**6.1 Operating Budget -2016**

Lisa Blackburn, MPO Staff

Requested Action: Receive as information

Attachments: [FY 16 PROJECTED Budget Review QTR 4](#)

This Informational Report was received as information.

6.2 Member Shares - FY 2016

Lisa Blackburn, MPO Staff

Requested Action: Receive as information.

Attachments: [FY 16 Member Dues Projection 4th QTR](#)

This Informational Report was received as information.

7. Informational Item: Project Updates**7.1 Project Updates**

Requested Action: Receive as information.

Attachments: [Project Updates](#)

This Informational Report was received as information.

8. Informational Item: Staff Reports

- MPO Executive Director, Chris Lukasina

- Mr. Lukasina also reminded everyone that the annual "one call for all" LAPP projects and UPWP special study projects are approaching it's Oct. 31, 2016 deadline. For the special studies submissions, members should contact Shelby Powell, (shelby.powell@CAMPO-nc.us) and LAPP project questions can be directed to Danna Widmar, (Danna.Widmar@CAMPO-nc.us).

- Mr. Lukasina also stated that the South East Area Study will be having a Stakeholder Oversight Team meeting in November, and is planning for a public symposium this winter.

- Mr. Lukasina noted that there will be a Joint CAMPO/DCHC Executive Board Meeting on November 30 at the Friday Center in Chapel Hill. The agenda and directions to the meeting will be forthcoming.

- Mr. Lukasina also discussed the current status on the development of the transit element of the MTP. The Wake Transit Plan looks out 10-12 years but the MTP will be looking out 30 years. He indicated the approach to work through the additional 18 years would include using the MTP/TIP sub-committee.

- Mr. Lukasina also stated the SPOT work group is coming up again in October and staff have some ideas for improvements, and have been selected to represent MPO's on the work group this year.

- TCC Chair - No Report

- NCDOT Transportation Planning Branch - Rupal Desai stated the that Granville County CTP is underway and is expected to take about 18 months to update. A public survey will be distributed soon.

- NCDOT Division 4 - No Report

- NCDOT Division 5 - NCDOT is looking at how to coordinate with locals on design-build projects, and a survey has been sent out to town engineering staffs for input. The survey should be completed by Monday (Oct. 10).

- NCDOT Division 6 - No Report

- NCDOT Rail Division - No Report

- NC Turnpike Authority - No Report

This was received as information.

9. Adjournment

The meeting adjourned at 11:14 a.m.