

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

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

Wednesday, June 15, 2016

4:00 PM

Conference Room

Minutes were approved at the August 17, 2016 meeting

1. Welcome and Introductions

Mayor Sears opened the Executive Board with a welcome and asked were there any introductions. Mayor Pro-Tem Bumgarner introduced Joe Moore as the Town Manager of Zebulon. Also Mayor Byrne with Fuquay-Varina stated that the Town Manager of Garner was present and he introduced himself as Town Manager, Rodney Dickerson for the Town of Garner.

Present: 18 - Chair Dick Sears, Vice Chair Harold Weinbrecht, Michael Grannis, John Byrne, Gordon Springle, Gordon Springle, Mark Stohlman, Gus Tulloss, Nancy McFarlane, Nancy McFarlane, Don Bumgarner, Tom Jackson, Art Wright, Sig Hutchinson, Sig Hutchinson, Lewis Weatherspoon, Lewis Weatherspoon, and Liz Johnson

Absent: 16 - Matt Calabria, Terry Hutchens, Vivian Jones, Vivian Jones, Terry Hedlund, John Sullivan, Perry Safran, Perry Safran, James Roberson, James Roberson, Virginia Gray, Ronnie Williams, Ronnie Williams, Jeff Sheehan, Jeff Sheehan, and William Allen III

2. Adjustments to the Agenda

Mayor Sears made a motion to add 4.1, the May meeting minutes, to the agenda.

A motion was made by Board Member Byrne, seconded by Board Member Grannis, that this agenda was approved. The motion carried unanimously.

3. Ethics Statement:

Vice Chair Harold Weinbrecht read the standard ethics statement, and noted that no members expressed a conflict of interest for this meeting.

4. Public Comments

No public comments were made.

Minutes:

4.1 Meeting Minutes - May 18, 2016

Requested Action: Approve minutes from May 18, 2016 Joint Executive Board meeting.

Attachments: [Wake Transit sign in sheet with comments from public.pdf](#)
[Wake Transit Memo and Comments.pdf](#)
[Executive Board Minutes 2016-05-18 Joint Executive Board meeting final.pdf](#)

A motion was made by Board Member Sig Hutchinson, seconded by Board Member John Byrne, that this item be approved. The motion carried by a unanimous vote.

5. Public Hearing

Mayor Sears opened the Public Hearing.

5.1

P4.0 (SPOT) Regional Impact Point Assignment

Alex Rickard, MPO Staff

Requested Action: “1. Conduct Public Hearing. 2. Consider approval of the proposed Regional Impact local input point assignment, or defer to July Executive Board meeting.”

Attachments: [Region Impact Handout_060816](#)

NCDOT released the final technical scores for all SPOT 4 projects in mid-April along with the DRAFT Statewide Mobility programmed projects. Statewide Mobility projects that are not programmed are eligible for consideration of programming with Regional Impact funds, a process referred to as “cascading”. During May and June, the MPO assigned 2500 local input points to Regional Impact and cascaded Statewide Mobility projects.

The draft point assignment for the 2500 Regional Impact local input points was posted to the CAMPO website for the 30-day public review and comment period. The public comment period closed June 14, 2016.

Alex Rickard presented a summary of all public comments received and proposed changes to the point assignment for consideration and discussion.

Mr. Rickard reviewed the Prioritization schedule and noted that final Executive Board approval was required prior to July 29, 2016.

Mr. Rickard reviewed the committed projects in the Triangle region from the Prioritization 3.0 process and the draft Statewide Mobility projects from Prioritization 4.0.

Mr. Rickard gave a brief review of the CAMPO prioritization process which focuses on maximizing the number of competitive projects in SPOT. Mr. Rickard reviewed the impacts of scaling in the P4.0 and explained why many of the CAMPO projects are proposed to receive the maximum of 100 local input points. Mr. Rickard reviewed the adopted target modal mixes for SPOT and the estimated redlines for Regions A & C. Mr. Rickard presented the final staff recommendation on regional impact point assignment and reviewed each proposed adjustment. Mr. Rickard reported that the Division Engineers had yet to assign their regional impact points and therefore presented three options for the Board to consider. Prior to action, a public hearing was conducted and no comments were received. Chairman Sears noted that the TCC had a few issues with some of the points but those issues have been resolved since their meeting. The three options for the Board's consideration are:

2A. Approve the proposed Regional Impact local input point assignment.

2B. Approve the proposed Regional Impact local input point assignment but direct staff to maximize coordination with Division Engineers which may result in point adjustments with Chair Approval.

2C. Table action until July Executive Board meeting.

A motion was made by Board Member Frank Eagles to select option 2B: Approve the proposed Regional Impact local input point assignment but direct staff to maximize coordination with Division Engineers which may result in point adjustments with Chair approval, seconded by Board Member Gordon Springle, that this item be approved. The motion carried by a unanimous vote.

End of Public Hearings

Mayor Sears Closed the Public Hearing

6. Regular Agenda

6.1 FFY 2016 LAPP Available Funding Report

Danna Widmar, MPO Staff

Requested Action: Receive as information

The LAPP Program includes a tracking system of project specific funding obligation, as well as total available MPO funds, including CMAQ funds sub-allocated by the state. This allows staff to anticipate the amount of available MPO funding at risk due to project schedule changes that extend beyond the awarded LAPP funding year.

With only three months left in FFY16, Danna Widmar provided a historical perspective on the LAPP program and an update on available funding and project obligation rates.

Seven years ago the region was shocked by the federal rescission of \$50M dollars. In response, in March 2010, the Locally Administered Projects Program was created. Soon thereafter, the "un-rescission" occurred and the region's funding was reinstated. This time, CAMPO was prepared and within two years funding was restored on over 60 great projects including greenways, sidewalks, trailheads, buses, bus stations, transit Wi-Fi, roadway extensions, roadway widening and intersection projects. As a result, "we got to surf the net on our commute" and "ride our bikes safely to work," among other great reasons for doing this important work.

For the next five years, municipalities toiled to complete the first 60 projects and receive reimbursement of the valuable federal funds. On the original 60 federal projects, paperwork mounted and projects struggled to achieve the coveted 'final closeout,' as the huge learning curve took its toll on our local project managers. At the same time and despite the availability of funding, communities struggled to get new projects off the ground. Today, a third of the original 60 projects haven't been blessed final closeout, a few of those projects have barely progressed since 2011. Over the course of the last five years, only 55 new projects have hit the ground running. Despite recently escalating costs, and liberal 'additional funding' policies, CAMPO has obligated less funds in five years than we had in the first two.

The LAPP Program has six goals, and by all accounts, CAMPO is wildly successful on four of them. But, we've become complacent on 2 and 3. We're just starting to enjoy our prosperity, and the concept of a federal rescission seems unimaginable. We pat ourselves on the back for our fine job on goals 1, 4, 5 and 6 and rightfully so, but 2 and 3, that's where the rubber meets the road. Here are the goals:

- 1. Develop a holistic approach to identifying and prioritizing small but highly effective transportation projects.*
- 2. Utilize available funding sources in a more efficient manner.*
- 3. Avoid future Federal rescissions to the maximum extent possible.*
- 4. Establish an annual modal investment mix to guide locally administered investments.*
- 5. Create an appropriate tracking system to monitor project status and better ensure obligation and expenditure of programmed funds.*
- 6. Establish a training program for LAPP participants.*

Ms. Widmar then provided details on the obligation rate for LAPP projects. Over the last

five years, only 26% of our projects have obligated funds in the year they were awarded LAPP funding and programmed. This is an important distinction and another way to say it is: if the federal government had rescinded all un-obligated funds at the end of each FFY, CAMPO would have lost 74% of the funds. FFY14 had an abysmal 3% obligation rate on FFY14 projects. The wildly successful FFY15 was in large part due to the FFY14 projects that finally reached obligation in FFY15. The obligation rate for FFY15 projects obligated in FFY15 was only 27%. The FFY16 rate should be higher, but we still haven't made up for the prior year carry-over funds. The majority of FFY15 projects have not yet obligated funds a full 9 months into FFY16. That means FFY15 projects could have started construction a full year and a half ago at a time when the construction market wasn't nearly as tight as it is right now. And sadly, since June, July and August are the busy months, and few projects have made final submittals, the chances of achieving authorization, drops dramatically and are dependent on the accuracy and completeness of the NEPA documents, plans, row documents, specifications and estimates.

Ms. Widmar reviewed the chart on funding availability and obligation rates, provided in the PowerPoint. The blue bar each year is the annual appropriation. The red bar is the funding carried forward from the prior year. The green bar is the funding returned from closed projects or projects that declined funding after authorization. The three colors combined add up to the total combined available funding. The green line is the programming line. CAMPO has been over-programming, as one technique of spending down our available funds, but it is not enough. The green programming line in FFY15 and FFY16 jumped up with the total available funds bar. This is because the Executive Board elected to move the programmed, but not yet obligated projects forward. The important line is the yellow line which represents all funding amounts obligated within that year (including prior year projects). We had higher hopes for FFY16, but we've made almost no progress in the first nine months of the year. Another concept is exposure rate, which is the amount of funds left in the CAMPO account at the end of the FFY. Those are the funds that could get rescinded if the federal government took the same course of action as 2009. In the chart, the exposure rate is the total combined funding bar minus the yellow authorization line. In each of the last seven years, the federal government allowed these amounts (which are represented in red) to carry over to the next FFY, however that is never guaranteed.

Recently, at the end of FFY14 and FFY15, the exposure rate on STPDA and TAP funds has been equal to the full year appropriation amount. We consider that to be an exposure rate of 100% of our LAPP funds. This occurred because of our poor obligation rate in FFY14. If you recall, we only had a 3% obligation rate on FFY14 projects in 14.

So on June 15, 2016, \$23M of CAMPO's directly attributed funds are available, not secured. The exposure rate on directly attributable funds has reached nearly half of what it was when the rescission took place and equals nearly 200% of our annual LAPP appropriation, nearly all of FFY15 and FFY16 funds. As was evident with the list of projects provided in last month's LAPP report, nearly all of FFY15 and FFY16 projects still have not obligated funding. The CMAQ exposure is nearly as high.

In the past, June has been our trigger month: an unofficial "use it or lose it" warning for our projects. We are not recommending that funding be taken away at this time and we do not foresee a federal rescission but we want you to be aware of a continuing issue regarding schedule changes on projects. An occasional changed schedule is expected, but this has recently become an undesirable standard. Our call to action to our TCC and Project Managers is to put our heads down and get caught up today, even if the complexity of the project means applying full resources for the next nine months straight. Ms. Widmar then requested that Executive Board members consider having regular

conversations with TCC representatives, asking for updates on all programmed but un-obligated projects from 14, 15, 16 and 17. Ms. Widmar also requested that Executive Board members remind project managers that projects are expected to achieve obligation in the year funding is awarded. This is a policy that has been in place, it is not a new policy.

Ms. Widmar also briefly discussed the recommended changes for LAPP in FFY18, the next item on the agenda. She indicated that the LAPP Committee raised great concern when the selection committee and staff recommended implementing penalties when projects do not meet the scheduled funding year. In response, staff and the LAPP Committee recommend a change that should stop the compounding of the issue, agreeing to implement the change beginning next August rather than this August, in hopes that project managers can catch up on their projects.

Ms. Widmar accepted questions from Executive Board members. There were questions regarding specific projects from several board members. There was also discussion about how the first rescission took the board by surprise and how important it is to take the exposure rate seriously. Mayor Pro Tem Grannis asked that staff follow up with all Executive Board members to provide project specific information. Ms. Widmar indicated she would follow up with the specific information.

This Miscellaneous Item was received as information.

6.2 FFY 2018 Locally Administered Projects Program

Danna Widmar, MPO Staff

Requested Action: Schedule the public hearing at the Executive Board meeting on August 17th, 2016 at 4:00pm.

Attachments: [MEMORANDUM: FFY18 LAPP Investment Mix](#)
[FFY18 Locally Administered Projects Program Changes](#)

For the FFY18 LAPP Program, the Target Modal Investment Mix and Recommended Changes to the FFY 2018 LAPP Program will be available for public review and comment from June 17th through August 17th 2016, the public hearing is recommended to occur at the regular Executive Board Meeting on August 17th, 2016 at 4:00pm. Based on Executive Board action at that meeting, the Call for Projects is anticipated to open on August 18th, 2016.

As part of the LAPP Program, an annual modal investment mix is established to guide how available LAPP funding is programmed to meet the variety of needs in our regions multi-modal transportation network. Federal legislation provides for the continuation of federal transportation funds directly attributable to the Capital Area MPO. Additionally, the MPO receives an allocation from the Congestion Management and Air Quality Program (CMAQ) which is appropriated to the State of North Carolina. These federal sources will be incorporated into the funding program for FFY 2018. For FFY18, based on recent obligation and de-obligation trends discussed in the Funding Availability Report, the total amount for programming is recommended to increase to \$23M. The percentages by mode are recommended to stay the same as prior years: 65% Roadway, 20% Bike/Ped and 15% Transit.

Ms. Widmar discussed the recommended changes that resulted from LAPP Committee discussions.

Recommend beginning work with FHWA on:

- *Standardized Definition for Operational Improvements*

Changes recommended for FFY18 include:

- *Adopt Schedule Standard for Program-wide Achievement of Shovel Ready Projects*
- *Limit the Number of New Project Applications*
- *Require designation of Project Managers (design), ROW Agents/Managers, and Construction Managers*
- *Amend the Proven Demand Definition*
- *Change Transit scoring to accommodate Transit Plan Compliance Scoring Element*

Shovel Ready projects include Design, NEPA, Right-of-way and Construction. The recommended Shovel Ready Schedule Standards are:

- 1. Agreement is executed at least 15 days prior to the start of the federal fiscal year for the phase and year the project was awarded (September 15th).*
- 2. Final submittals are made to NCDOT prior to June 1 for all approvals required for authorization of the funded phase (the final funded phase if a multi-phase project).*
- 3. Authorization/Obligation of Funds at least 15 days prior to the end of the federal fiscal year for that funding round (September 15th).*

Next, Limit the Number of New Project Applications, effective August 2017 for FFY19 applications. Reduce the number of allowable new applications per agency per mode by the number of that agency's prior LAPP projects that did not meet authorization prior to

the end of the federal fiscal year.

All LAPP Projects require designation of local agency Project Managers for Design, ROW Acquisition and Construction Contract Administration within two weeks of the funding announcement. All managers are required to attend the Project Management training prior to work on the project.

Changes to the Proven Demand definition are based on feedback from two applicants during the FFY17 Call for Projects. These changes accommodate locations where it is currently physically impossible to cross, but demand is apparent based on pedestrian counts. The changed definition accommodates any variety of user counts as documentation of proven demand.

Finally, the transit changes will accommodate the reserved scoring category for Transit Plan Consistency. Transit Projects must be included in the approved Wake County Transit Plan or in the Metropolitan Transportation Plan (MTP) for a maximum of 10 points. The Transit Benefit Cost calculation is recommended to be a part of the Transit Effectiveness Score, which will now have six elements. Two of the Effectiveness elements: Improves Facilities and Reliability Improvements will be reduced to 10 points each.

No questions were received.

A motion was made by Board Member Sig Hutchinson to Schedule the public hearing at the Executive Board meeting on August 17th, 2016 at 4:00pm and seconded by Board Member Frank Eagles, that this item be approved. The motion carried by a unanimous vote.

6.3

Safe Routes To School Update

Kristen Brookshire/UNC Highway Safety Research Center staff

Requested Action: Receive as Information

Kristen Brookshire, UNC Highway Safety Research Center (UNC-HSRC) gave the Executive Board a brief update concerning the Safe Routes to School program funded by the John Rex Endowment. We are one and a half years in to a four year grant. Ms. Brookshire provided a general description of projects occurring at the five schools and stated that a policy directive for the Wake County Public School System is being developed over the summer. That policy directive will be presented to the chair of the Wake County School Board in August.

This Informational Report was received as information.

6.4

North Carolina's Non-Motorized Volume Data Program - Phase II Region Update

Kenneth Withrow, MPO Staff

Requested Action: Consider endorsing CAMPO's participation in the Non-Motorized Volume Data Program

The North Carolina Department of Transportation (NCDOT) in cooperation with ITRE, the MPOs and RPOs in Highway Divisions 4, 5, 8, and 10 is working this year to develop a bicycle and pedestrian volume counting program with consistent methodologies that can be replicated statewide. The aforementioned divisions will serve as Phase II of the statewide project. Local government staff and CAMPO staff have filled out identifying proposed locations to count bicyclist and/or pedestrians for the NC Non-Motorized Volume Data Program; and have forwarded the information to ITRE. The program is consistent with the seven Challenge activities associated with the Mayors Challenge that was adopted by resolution last year.

Staff from ITRE are wrapping up the short duration count (SDC) collection that's being done to help inform the site selection process. For some general information to pass on, though, here are some tidbits:

- 52 sites were submitted and/or considered in the CAMPO region
- 44 sites were visited:
- 10 sites in the Apex/New Hill area
- 9 in Cary
- 21 in Raleigh
- 1 in Wake Forest
- 3 in RTP

ITRE staff members are trying to get short duration counts at most of the sites that are visited; and will share the information when all of the data has been compiled. A web meeting was held on Tuesday, May 24; at which time participants reviewed:

- Local agency responsibilities as identified in the proposed Memorandum of Agreement with NCDOT
- Installation process, roles and responsibilities for the counters
- Benefits of participating in NCDOT's NMVDP
- Estimated cost information, and
- Questions local staff may have

A motion was made by Board Member Michael Grannis to endorse CAMPO's participation in the Non-Motorized Volume Data Program, seconded by Board Member Frank Eagles, that this item be approved. The motion carried by a unanimous vote.

6.5 Wake County Transit Financial Plan Status Update

Bret Martin, MPO Staff

Requested Action: Receive as information

Following a public hearing held jointly by the Executive Board and the GoTriangle Board of Trustees and the Executive Boards subsequent adoption of the Wake County Transit Financial Plan and corresponding Interlocal Governance Agreement (ILA) on May 18th, the GoTriangle Board of Trustees considered and adopted the plan and agreement at its May 25th meeting. The Wake County Board of Commissioners considered and approved the plan and agreement at its June 6th meeting and authorized the half-cent sales tax referendum to be placed on the November 2016 general election ballot. Work has begun to organize the Transit Planning Advisory Committee (TPAC) referenced in the ILA, and the TPAC will hold its first meeting June 20, 2016. The TPAC will then begin preparing work products referenced in the ILA that are essential for successful implementation of the Wake County Transit Plan. The Executive Board can expect to receive materials institutionalizing the TPAC's permanent organization and function in late summer and action items related to the first stages of plan implementation by late summer or fall.

This Item was received as information.**7. Informational Item: Budget****7.1 Operating Budget -2016**

Lisa Blackburn, MPO Staff

Requested Action: Receive as information**Attachments:** [FY 16 PROJECTED Budget Review QTR 3](#)**This Informational Report was received as information.****7.2 Member Shares - FY 2016**

Lisa Blackburn, MPO Staff

Requested Action: Receive as information.**Attachments:** [FY 16 Member Dues Projection 3rd QTR](#)**This Informational Report was received as information.****8. Informational Item: Project Updates****8.1 Project Updates****Requested Action:** Receive as information.**Attachments:** [Project Updates](#)**This Informational Report was received as information.**

9. Informational Item: Staff Reports

MPO Executive Director, Chris Lukasina

CAMPO has a process underway for finding the appropriate legal representation. CAMPO will have more on that in our next upcoming meetings. For those of you that didn't know I just wanted to make you aware of it.

CAMPO will have several RFQ's that are either out on the street or about to be out on the street for the next fiscal year planning projects, including NC 98 Corridor Study and Triangle Tolling Study.

So you will be seeing those out there and if you get questions or anything please feel free to direct questions from consultants to CAMPO. CAMPO has a process for that to make sure we keep it fair and if one consultant asks a question we give the answer to all the consultants.

As this is your last meeting for the fiscal year I thought it was appropriate to recognize a couple of staff members for their longevity here. "Mr. Lukasina recognized Kenneth Withrow, Valorie Lockehart, and Shelby Powell for their years of service with CAMPO and the City of Raleigh.

Ms. Powell stated that Chris has 5 years as of today.

Mr. Lukasina stated that in the fall some staff will have their one year anniversary and will note them for you.

TCC Chair Ben Howell - No Reports

NCDOT Transportation Planning Branch - No Reports

NCDOT Division 4 - The Public Meeting for the Division 4's preliminary point assignment will be held on June 29 from 5:00pm to 7:00pm in the Wilson division office and will have via comments through some web application. Division 6 had to leave. Their next meeting is June 20 from 5 to 7 at the Fayetteville office.

NCDOT Division 5 - Joey Hopkins stated that NCDOT plans to complete the proposed switch on Fortify in the westbound direction between Lake Wheeler road and Gorman Street. "The switch is dependent upon the weather; and you may notice this weekend or either on your commute. NCDOT's public meeting for STI is scheduled for June 30; and everyone is welcomed to attend". Alex mentions we will continue to coordinate with the MPO Staff before that and after the public meeting and it depends on what Public comment we get. That's unless there are questions.

Alex Rickard - The working relationship between CAMPO between Division 4, 5, and 6 is fantastic. We get this done so easily and smoothly. Because of the great working relationship (Not Joey) but the fine people that work for Joey. That working relationship doesn't exist all over the state, I just don't know why.

NCDOT Division 6 - Division 4 stated that their next meeting will be held June 20 from 5 to 7 at the Fayetteville office.

NCDOT Rail Division - No Reports

NC Turnpike Authority - No Reports

Executive Board Members - No Reports

This was received as information.