

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

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

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Wednesday, September 21, 2016

4:00 PM

Conference Room

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Minutes were approved at the October 19, 2016 meeting

## 1. Welcome and Introductions

*Executive Chair Dick Sears opened the meeting with a Welcome and Introduction. Eddie McFalls, AECOM, Ken Gilland, NCDOT, Derrick Lewis, NCDOT and Kendra Parrish, Holly Springs, Vice Chair TCC*

**Present:** 26 - Matt Calabria, Chair Dick Sears, Vice Chair Harold Weinbrecht, Michael Grannis, Gordon Springle, Gordon Springle, Mark Stohlman, Terry Hutchens, Nancy McFarlane, Nancy McFarlane, Vivian Jones, Vivian Jones, Terry Hedlund, Don Bumgarner, John Sullivan, Tom Jackson, Art Wright, James Roberson, James Roberson, Sig Hutchinson, Sig Hutchinson, Virginia Gray, Ronnie Williams, Ronnie Williams, William Allen III, and Benjamin Howell

**Absent:** 9 - John Byrne, Gus Tulloss, Perry Safran, Perry Safran, Richard Hancock, Lewis Weatherspoon, Lewis Weatherspoon, Jeff Sheehan, and Jeff Sheehan

## 2. Adjustments to the Agenda

*No adjustments were made to the agenda.*

**A motion was made to adopt the agenda by Commissioner Tom Jackson, seconded by Board Member Zelodis Jay. 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.*

## 5. Minutes

### **5.1 Executive Board minutes: August 17, 2016 meeting**

**Requested Action:** Approve the August 17, 2016 meeting minutes.

**Attachments:** [Executive Board Minutes for August 17, 2016](#)

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

**6. Regular Agenda****6.1 Complete 540: No-Build Scenario Quantitative Indirect & Cumulative Effects Assessment**

Alex Rickard, CAMPO

**Requested Action:** Receive as information.**Attachments:** [Complete 540](#)

*Staff provided an update on the Complete 540 project and discuss outreach efforts to local municipalities as part of the quantitative indirect and cumulative effects assessment.*

**This Informational Report was received as information.**

**6.2 NC 54 & More**

Alex Rickard, MPO Staff

Eddie McFalls, AECOM

**Requested Action:** Receive as information.**Attachments:** [FS-1005B NC 54 Draft Report 2016 01 22 with figures](#)[Morrisville Town Council Comments NC 54 Study](#)

*NCDOT in coordination with the Capital Area MPO, Town of Cary, and Town of Morrisville has conducted a feasibility study of improving the NC 54 corridor from NC 540 to Northwest Maynard Road. AECOM has completed the feasibility study and the recommendations are included in the final report.*

*Alex Rickard introduced Eddie McFalls of AECOM, who gave the presentation on the NC 54 & More Study and addressed the recommendation of the study. The Executive Board will review the final report and provide a recommendation that will be included in the 2045 Metropolitan Transportation Plan.*

**This Informational Report was received as information.**

**6.3 P4.0 (SPOT) Division Needs Point Assignment**

Alex Rickard, MPO Staff

**Requested Action:** Receive as information.**Attachments:** [CAMPO P4 Draft Results](#)

*NCDOT has 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 will assign 2500 local input points to the Division Needs and cascaded projects. The cascading projects will also include Statewide Mobility projects that were not programmed with Statewide Mobility funds or Regional Impact funds.*

*Alex Rickard provided an update on the status of the Regional Impact programming and a draft point assignment for the 2500 local input points for Division Needs category. The point assignment will be posted for public review and comment for a 30-day period on the CAMPO website. The TCC and the Executive Board will be asked to recommend and approve the final point assignment at their respective October meetings.*

*The draft point assignment has been posted to the CAMPO website. Comments on projects and point assignments or questions related to prioritization should be directed to Alex Rickard.*

**This Informational Report was received as information.**

**6.4 FY 2016-2025 Transportation Improvement Program - Amendment #4**

Danna Widmar, MPO Staff

**Requested Action:** Receive as information.**Attachments:** [TIP Amendment #4](#)

*Danna Widmar stated that 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.*

*Danna Widmar referenced the spreadsheet, which includes amendments, modifications and additions to the TIP and then outlined the public involvement timeframes. The draft FY 2016-2025 Transportation Improvement Program - Amendment #4 was released for public review and comment on September 19, 2016 and the public comment period will be open through October 19, 2016. The public hearing is tentatively scheduled to occur at the October 19, 2016 Executive Board meeting. Ms. Widmar indicated the spreadsheet will be updated to include LAPP Projects that don't make authorization in FFY16. This item was presented for information and no questions were received.*

**This TIP Item was received as information.**

**6.5 FFY 2016 LAPP Available Funding Report**

Danna Widmar, MPO Staff

**Requested Action:** Receive as information

*Danna Widmar briefly noted that 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 funds pending obligation or at risk due to project schedule changes that extend beyond the awarded LAPP funding year. With FFY16 coming to a close, Danna Widmar provided an update of funding availability.*

*Before starting, Ms. Widmar announced that Fuquay-Varina successfully obligated a three-phase project that was awarded for FFY16 and RTP successfully obligated their first project, awarded for FFY16. She also made note of the LAPP construction projects for Crabtree Creek Greenway, which will result in a new east-west link between Raleigh and Morrisville, the majority of which is located south of I-40. It's a great multi-jurisdictional effort to expand non-motorized access, including Morrisville's project located south of Morrisville Carpenter Road, which is currently out to bid and includes a rail crossing; Cary's portion along the south side of Crabtree Lake to Evans Road, which should receive authorization to construct soon; and Raleigh's portion on the east side of Umstead, which is currently being designed.*

*Ms. Widmar discussed the Funding Availability Chart, which is updated to reflect information through the middle of September, two weeks before the end of the federal fiscal year. The yellow line, which represents obligated funds has moved some since June. At that time, the obligated funds line was barely above zero and now there's more than \$5 million in funds obligated on projects. This is not as far as hoped, but the progress has changed the exposure rate to be closer to 1.5x (150% of the annual funds directly attributed to the MPO) or approximately three-quarters of FFY15 projects and three-quarters of FFY16 projects. The STPDA and TAP funds that are currently available are \$19 million, and the CMAQ funds that are currently available are \$17 million. Better news is anticipated over the next three months prior to the next report, because submittals have been made that should allow for obligation of \$11 Million STPDA and TAP and \$5 million CMAQ. The FFY17 funds will also be added to the account, so the projected exposure in December is \$20.5 million in STPDA and TAP and \$18 million in CMAQ.*

*Ms. Widmar then noted that FFY17 is off to a good start because all agreements have been signed by the municipalities. Also, there is only one prior year outstanding agreement, Raleigh's Bike Share agreement. No questions were received.*

**This Item was received as information.**

**6.6 Wake County Transit Planning Advisory Committee Bylaws, Including Voting Membership and Assignment of Administrative Support Agency**  
Bret Martin, MPO Staff

**Requested Action:** Consider approval of the TPAC's recommended bylaws.

**Attachments:** [Final Approved TPAC Bylaws](#)

*Mr. Martin reminded the Executive Board that the Wake County Transit Planning Advisory Committee (TPAC) held its first meeting on June 20th and has held multiple subsequent weekly or biweekly meetings to develop its operational structure in advance of its more substantive role of developing technical recommendations related to Wake County Transit Plan implementation for consideration by the CAMPO Executive Board and GoTriangle Board of Trustees. The Wake County Transit Governance Interlocal Agreement (ILA) charges the 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 meeting schedule;*
- 4) A list of deadlines for its work products;*
- 5) Identification of lead agencies to carry out the TPAC's responsibilities; and*
- 6) A request to an agency or agencies of staff resources to meet the TPAC's administrative needs.*

*The TPAC recommended at its first meeting that CAMPO serve as the agency responsible for meeting its administrative needs, and CAMPO has served and continues to serve that role. At its August 3rd meeting, the TPAC finalized its bylaws (Attachment A) and moved to recommend and forward the bylaws to the CAMPO Executive Board and GoTriangle Board of Trustees for approval in accordance with the Transit Governance ILA.*

*The recommended draft bylaws contain the TPAC's voting membership, its minimum necessary quorum, voting procedures and a weighted voting provision, as well as provisions prescribing elections of officers and officers' duties, the frequency of and preparation for meetings, the development of agendas, and the establishment of sub-committees. Because the scope of the draft bylaws is wide-ranging, the attached draft satisfies three of the six aforementioned items the TPAC is required to complete by September 4th (bylaws; rules dictating the composition, organization and function of the TPAC; and a request to an agency of staff resources to meet the TPAC's administrative needs). The remaining three items were agreed upon by the TPAC at its August 31st meeting (complying with the September 4th deadline) but were unable to precede to the CAMPO TCC agenda for September 1st. These remaining three items will be forwarded to CAMPO and the GoTriangle Board of Trustees for their consideration in October.*

*At its August 3rd meeting, the TPAC vote to recommend approval of the bylaws consisted of 17 members in favor and two (2) members opposed. These two (2) members, representatives from the Towns of Fuquay-Varina and Morrisville, opposed the bylaws based exclusively on the weighted voting structure and voiced support for the bylaws' other provisions. Other members of the TPAC voted in favor of the bylaws but continued to voice opposition to its weighted voting structure component. The TPAC voted on the weighted voting structure component of the bylaws separately at its July 27th meeting, during which 12 members voted in support of the weighted voting structure*

*while eight (8) members voted in opposition.*

*Mr. Martin also presented a high-level review of the TPAC's highlights and actions to date, as well as a review of the TPAC bylaws major provisions.*

*Executive Chair Sears stated that he's not a fan of a weighted voting structure and that CAMPO has never had one before but he is okay with it being in the bylaws.*

**A motion was made by Board Member William Allen, III, seconded by Frank Eagles, that this item be approved. The motion carried by a unanimous vote.**

## 6.7 Wake Transit - Selection of Consultants for On-Call Transit Planning Services

Bret Martin, MPO Staff

**Requested Action:** Consider approval of the “On-Call Consultant List” selections and corresponding contract for on-call services.

**Attachments:** [On-Call Consultant List](#)  
[Draft On-Call Transit Planning Services Contract - CAMPO Draft - 09-01-2016](#)

*Mr. Bret Martin provided an explanation of the consultant selection process, how firms were categorized and ranked, and some of the major provisions in the draft contract for on-call transit planning services to the executive Board at its August 4th meeting, the TCC recommended to the CAMPO Executive Board the approval of an interlocal agreement (ILA) for a multi-jurisdictional procurement of on-call transit planning services, and the Executive Board subsequently approved the ILA at its August 17th meeting. An offshoot of the ILA was a request for qualifications released by the joint procurement parties (CAMPO, City of Raleigh, and GoTriangle) in July with a scope of services that includes planning, environmental review, technology, and public outreach services that each of the parties may need over the coming years in pursuit of Wake County Transit Plan implementation. The scope of services of the RFQ also covers many of the Wake County Transit Planning Advisory Committee's (TPAC) roles and responsibilities outlined in the Wake County Transit Interlocal Governance Agreement.*

*A total of nine (9) statements of qualifications (SOQs) were received in response to the RFQ, and a team of representatives from the three (3) procurement parties evaluated the SOQs against predefined criteria to generate separate scores for each within four (4) categories, yielding a total of 36 scores. Rankings were then generated for each consultant within each category based on their scores, and a list containing the top three (3) ranked firms within each category was established as the “On-Call Consultant List.” When specific tasks are developed in pursuit of Wake County Transit Plan implementation, the joint procurement parties will refer to the “On-Call Consultant List” and give the highest ranked firms the right of first refusal to negotiate mutually acceptable scopes and fees. If the highest ranked firm refuses the task or cannot propose a mutually acceptable scope and fee, the next highest ranked firm will then be given an opportunity to negotiate for the task. The proposed “On-Call Consultant List” is provided as Attachment A.*

*Each firm selected to the top three (3) within any category will be expected to enter into a contract for on-call professional services with the City of Raleigh (on behalf of CAMPO and GoRaleigh) and GoTriangle (Attachment B). This contract for on-call professional services will then be supplemented by more specific “statements of work” that will address the scope and fee for individual task orders. The contract for on-call services will cover a duration of three (3) years, with the option to renew in one (1)-year increments for an additional two (2) years. The total amount made available for on-call transit planning services from the budgets of the three (3) procurement parties for FY 2017 is \$1,875,000. For future fiscal years, funding for on-call transit planning services related to Wake County Transit Plan implementation will come from public transportation sales tax, vehicle registration fee, and vehicle rental tax revenues should the November referendum authorizing the sales tax be successful.*

**A motion was made by Board Member Nancy McFarlane, and seconded by Frank Eagles, that this item be approved. The motion carried by a unanimous vote.**

**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 4](#)

*The FY 2016 UPWP Operating Budget is \$3,131,488. As of 06-30-2016 we have spent \$2,680,159. Please see the attachment for more details.*

**This 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 4th QTR](#)

*The Attachment shows the Member's Share for FY 16. Total member share match for the FY 2016 is \$604,295 as of 06-30-2016 we have spent \$465,247.*

**This Report was received as information.**

**8. Informational Item: Project Updates****8.1 Project Updates**

**Requested Action:** Receive as information.

**Attachments:** [Project-Updates-2016-9-21-Executive Board.pdf](#)

*Review the attachment for information related to ongoing projects and studies.*

**These report was received as information.**



**9. Informational Item: Staff Reports**

- MPO Executive Director, Chris Lukasina

*Mr. Lukasina stated that CAMPO is anticipating on having a Joint meeting with DCHC on November 30, 2016. A location and time will be announced at a later date. Some of the topics will be Wake Transit, ILA, 2045 MTP, an update to the Joint Triangle legislative agenda which hasn't been updated since 2011. Plus 4 or 5 items have been accomplished.*

*Mr. Lukasina also wanted to remind members that the One Call for All LAPP projects & UPWP special study request has a deadline of October 31, 2016. CAMPO has received a couple of ideas already.*

- MPO Deputy Director, Shelby Powell

*Ms. Powell gave an update on the agreements that need to be put in place with all of the local boards to be signed. CAMPO and the GoTriangle Board of Trustees will be asked to sign. This agreement is to outline the mechanics of how this transit deal is going to work. This is going to be sort of a joint agreement rule book kind of agreement. More information will be coming to you.*

- TCC Chair - No Report

- NCDOT Transportation Planning Branch - Absent

- NCDOT Division 4 - No Report

- NCDOT Division 5 - Joey Hopkins, NCDOT

*Mr. Hopkins addressed the Executive Board by noting that NCDOT is partnering with the Town of Morrisville on the McCrimmon Parkway project. He remind Executive Board members of "Walk to School Day", which will include an event at Cann Elementary School in Raleigh. He also noted that there will be a public meeting concerning the I-540 westbound Ramp Metering project to be held on Thursday, Sept. 29, at the Abbotts Creek Community Center on Durant Road in Raleigh. The meeting will run from 4 to 7 pm.*

- NCDOT Division 6 - No Report

- NCDOT Rail Division - No Report

- NC Turnpike Authority- No Report

*- Executive Board Members - Executive Chair Sears gave comments from Mayor Byrne whom he had a meeting with on Monday night at the Mayor's Association meeting. Mayor Byrne has expressed that he would like to start thinking about circular buses in particular small towns like Apex, Holly Springs and Fuquay-Varina with more discussion later.*

**These reports were received as information.**

**10. Adjournment**