

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

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

Thursday, February 2, 2017

10:00 AM

Conference Room

Minutes were approved at the March 2, 2017 meeting

1. Welcome and Introductions

TCC Chair Benjamin Howell opened the meeting with a Welcome and Introduction, Mr. Danny Johnson announced that he has moved to Rolesville as the Planning Director, Ms. Samantha Smith introduced herself as the Director of Fuquay-Varina and Mr. Tracy Stephenson also introduced himself as the Director of Engineering with Fuquay-Varina.

Present: 27 - Juliet Andes, Darius Sturdivant, Sandi Bailey, Shannon Cox, David Eatman, Tim Gardiner, Eddie Dancausse, Jason Myers, Rupal Desai, Jimmy Eatmon, Jerry Bradley, Sean Johnson, Jay Sikes, Kendra Parrish, John Hodges-Copple, Don Belk, Jason Brown, Michael Frangos, Justin Jorgensen, Ray Boylston, Samantha Smith, David Bergmark, Danny Johnson, Jeff Triezenberg, Benjamin Howell, Darcy Downs, and Tim Maloney

Absent: 6 - David DeYoung, Tammy Ray, Chip Russell, Scott Hammerbacher, Berry Gray, and Don Willis

2. Adjustments to the Agenda

No adjustments were made

3. Public Comments

No Public comments were made

4. Minutes

4.1

TCC Minutes: January 5, 2017 meeting

Requested Action: Approve the January 5, 2017 meeting minutes.

Attachments: [TCC Minutes for January 5, 2017](#)

A motion was made by Member Michael Frangos, seconded by Member Tim Maloney, that this item be approved. The motion carried by a unanimous vote.

5. Regular Business

5.1 Triangle TDM Program Update

Jenny Halsey, TJCOG

Requested Action: Receive as information.

Ms. Jenny Halsey gave an update on the Triangle TDM Program for Triangle J Council of Governments (TJCOG) which serves as the administrator of the Triangle TDM Program, linking state and MPO policies and funding with local and regional service providers. TJCOG is primarily responsible for the program administration which includes ensuring TDM programs are consistent with the 7-Year TDM Plan, providing overall management and dispersal of TDM funds as approved by the Triangle TDM Oversight Committee, and coordinating evaluation and monitoring activities for the Program (surveys, annual impact reports, etc.).

Received as information.**5.2 FY 2018 Unified Planning Work Program**

Shelby Powell, MPO Staff

Requested Action: Recommend the Executive Board adopt the FY 2018 UPWP pending no adverse public comment.**Attachments:** [FY18-UPWP](#)

Each fiscal year, the MPO adopts a Unified Planning Work Program (UPWP) to outline the work tasks and programs that the MPO will conduct during that fiscal year. The document outlines major initiatives, such as the MTP and LAPP programs, as well as special studies and specific work products the MPO anticipates completing during the fiscal year. The FY 2018 UPWP is attached in draft form. In accordance with the MPO's adopted public involvement plan, this draft has been released for a public review and comment period starting on January 16 and ending on February 15 with a public hearing scheduled on February 15, 2017.

A motion was made by Member Danny Johnson, seconded by Member Ray Boylston, recommend the Executive Board adopt the FY 2018 UPWP pending no adverse comments. The motion carried by a unanimous vote.

5.3 Locally Administered Projects Program FFY18 Investment Program

Danna Widmar, MPO Staff

Requested Action: Recommend Executive Board adopt the FFY18 LAPP Investment Program.

Attachments: [MEMORANDUM Executive Board](#)
[FFY18 LAPP Investment Program](#)
[FFY18 All Submitted Projects Eligible for Consideration](#)

In August 2016 the NC Capital Area MPO's Executive Board opened a call for projects to identify and program available FFY 2018 Locally Administered Projects Program (LAPP) funds. The call for projects resulted in submission of 25 eligible projects for consideration. The Executive Board also approved a target modal investment mix of 65 percent roadway, 20 percent bicycle & pedestrian, and 15 percent transit to help guide development of a recommended FFY 2018 investment program totaling \$23 million, including CMAQ. Projects were reviewed for funding eligibility and scored based on the adopted LAPP prioritization criteria by CAMPO staff.

LAPP Selection Panel:

The LAPP Selection Panel reviewed eligible FFY 2018 LAPP project submissions and forwarded a recommended list of projects as well as a modified modal investment mix for consideration. The LAPP Selection Panel elected to maximize the total amount of programming, as well as utilize additional funds already returned in FFY17, so that projects recommended for funding will be funded at the amount requested and totaling approximately \$25 million.

Schedule:

Staff released the draft FFY 2018 LAPP Investment Program for public review and comment from January 16, 2017 through February 15, 2017 and scheduled a public hearing at the February 15, 2016 Executive Board meeting.

A motion was made by John Hodges-Copple, seconded by Jeff Triezenberg, to conduct a public hearing and adopt the FFY18 LAPP Investment Program. The motion carried by a unanimous vote.

5.4 FY 2016-2025 Transportation Improvement Program - Amendment #5

Danna Widmar, MPO Staff

Requested Action: Recommend Executive Board adopt FY 2016-2025 TIP-Amendment #5.

Attachments: [TIP Amendment #5](#)

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 FY 2016-2025 Transportation Improvement Program - Amendment #5 for public review and comment from January 16, 2017 through February 15, 2017 and scheduled a public hearing at the February 15, 2017 Executive Board meeting.

A motion was made by Vice Chair Kendra Parrish, seconded by Member Darcy Downs, to conduct a public hearing and adopt FY 2016-2025 TIP-Amendment #5. The motion carried by a unanimous vote.

5.5 Repurposing of LAPP Transit Project Funds

Danna Widmar, MPO Staff

Requested Action: For information only.**Attachments:** [LAPP Transit Project Fund Memo](#)
[Repurposed Transit Funds](#)

In FFY16, Transit was incorporated into the CAMPO LAPP program, including pre-submittal, scoring, selection and tracking through implementation. Prior to FFY16, STPDA funds were programmed on transit projects based on agreement between the three transit agencies and in an amount approximately equal to the modal split for transit each year. The funds were transferred to FTA from CAMPO's FHWA/NCDOT account and some of the transferred LAPP funds were not utilized. CAMPO staff worked with GoTriangle, GoRaleigh and GoCary staff to identify projects that were already accomplished with other funding sources or projects that are not moving forward due to changing priorities. Since it is very difficult to transfer funds back from FTA to the CAMPO FHWA/NCDOT account, these funds are being repurposed to FFY17 and FFY18 LAPP Projects. The attached spreadsheet outlines the projects that did not utilize the transferred funds and projects that will receive the repurposed funds.

Received as information.**5.6 FFY 2017 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 FFY17 nearly half over, staff will provide an update of Available LAPP Funding.

Received as information.

5.7

Wake Transit Master Participation Agreement

Bret Martin, MPO Staff

Requested Action: Receive as information

The Wake County Transit Planning Advisory Committee (TPAC) has produced a “Joint Agency Agreement” (JAA) that contains a number of provisions addressing overall participation in the implementation of the Wake County Transit Plan. More specifically, the agreement functions as the multi-party instrument that institutionalizes provisions of engagement associated with any agency’s or party’s use of Wake County Tax Revenue to implement projects in the Wake County Transit Plan. The JAA is the overarching agreement for implementation of the Wake Transit Plan and precedes and paves the way for subsequent program- and project-focused agreements that will lay out more specific project implementation responsibilities for applicable parties. Any agency or local government in Wake County that is expecting to benefit from these revenues must be a party to the agreement. As a major contributor to the implementation of the Wake County Transit Plan, CAMPO is included as a signing party to the agreement.

A draft of the JAA was first released by the TPAC for review by managers and attorneys from all signing parties from December 16, 2016, to January 13, 2017. The TPAC received a number of comments on this draft and subsequently worked through them with staff and attorneys from commenting agencies to produce a draft for final adoption. Following is a draft tentative schedule for CAMPO’s consideration of approval for the JAA:

ACTION**DATE**

TPAC Releases JAA for Signing Party Approval/Adoption

February 1, 2017

TCC Receives JAA as Information

February 2, 2017

CAMPO staff releases JAA for 30-day CAMPO public comment period (at the latest)

February 13, 2017

TCC Considers Recommendation of Approval of JAA to Executive Board

March 2, 2017

CAMPO Public Comment Period Ends (at the latest)

March 15, 2017

March

Executive Board Considers Approval/Adoption of JAA

March 15, 2017

March

While the final draft of the JAA may not be ready for release for a 30-day public comment by the TCC’s February 2nd meeting, the draft schedule reflects a plan for the Executive Board to consider approval/adoption of the JAA at its March meeting to be consistent with the TPAC’s schedule for signing parties to approve/adopt it by the end of March. In order to fit this schedule, the 30-day CAMPO public comment period for the draft would need to begin by February 13th at the latest. Staff will present information on the provisions contained within the JAA at the TCC’s February 2nd meeting and review the public comment period and approval/adoption schedule.

Received as information.

5.8 CAMPO Staff Addition: Public Engagement Planner

Chris Lukasina, Executive Director

Requested Action: Recommend staff addition be approved by the Executive Board.**Attachments:** [CAMPO Public Engagement Specialist Position](#)

Mr. Lukasina gave an update on the currently vacant Planning Technician Position to request a new Public Engagement Planner position to help plan for staff oversight to implement & monitoring of the Title VI/LEP Plans and help improve and enhance CAMPO's public outreach efforts and communication strategies.

A motion was made by Member Danny Johnson, seconded by John Hodges-Copple, recommends reclassifying the currently-vacant Planning Technician position into a CAMPO Public Engagement Planner position to serve on the MPO staff. The motion carried by a unanimous vote.

5.9 CAMPO Bonus Allocation Methodology

Alex Rickard, MPO Staff

Requested Action: Receive as information

Mr. Rickard updated the TCC staff the Strategic Transportation Investments law (STI) which creates incentives for local government participation of funding and tolling of highways by establishing "bonus allocation" funding. Bonus allocation funding is provided to a MPO when either local funding is provided for a highway project or tolling is enacted. As a result of this provision, the MPO is expected to receive an additional allocation of approximately \$100 million in FY 19 and \$80 million in FY 20 in response to the tolling of NC 540 in southern Wake County.

Mr. Rickard also provided an overview of the bonus allocation provision in the STI law including timeline for programming and draft guiding principles for a CAMPO methodology.

Received as information.**6. Informational Item: Budget****6.1 Operating Budget - FY 2017**

Lisa Blackburn, MPO Staff

Requested Action: Receive as information.**Attachments:** [FY 17 PROJECTED Budget QTR 2](#)**Received as information.****6.2 Member Shares - FY 2017**

Lisa Blackburn, MPO Staff

Requested Action: Receive as information.**Attachments:** [Member Dues Projection QTR 2 FY2017 \(2\)](#)**Received as information.**

7.1 Project Updates

Requested Action: Receive as information.

Attachments: [Project-Updates](#)

Received as information

8. Informational Item: Staff Reports

MPO Director Chris Lukasina

Mr. Lukasina stated that North Carolina Association of MPOs' conference is April 26-27, 2017 in New Bern, North Carolina. Registration has not opened. The Hotel room block for the conference has opened.

Mr. Lukasina also expressed that this would be Danna Widmar's last TCC meeting and that she would be going to the Town of Cary and that her position has been posted and will close on February 24, 2017. This position has been posted National and Locally.

TCC Chair, Ben Howell - No report

NCDOT Transportation Planning Branch No report

NCDOT Division 4 - No report

NCDOT Division 5 - No report

NCDOT Division 6 - No report

NCDOT Rail Division - Absent

NC Turnpike Authority - Absent

Received as information

9. Adjournment