

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

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

Wednesday, February 15, 2017

4:00 PM

Conference Room

Minutes were approved at the March 15, 2017 meeting

1. Welcome and Introductions

Executive Board Chair Dick Sears opened the meeting with a Welcome and Introduction and Mr. Michael Schriver introduced himself as a Commissioner for Franklin County.

Present: 16 - Dick Sears, Vice Chair Harold Weinbrecht, John Byrne, James Roberson, Frank Eagles, Ronnie Williams, RS "Butch" Lawter, Mike Gordon, Vivian Jones, James Roberson, Ronnie Williams, Russ Stephenson, Don Bumgarner, Timothy Karan, Sig Hutchinson, and Michael Schriver

Absent: 5 - Terry Hutchens, Gus Tulloss, Virginia Gray, Terry Hedlund, and John Sullivan

2. No adjustments were made to the Agenda

No adjustments were made to the Agenda

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: January 18, 2017 meeting

Requested Action: Approve the January 18, 2017 meeting minutes.

Attachments: [Executive Board Minutes for January 18, 2017](#)

Minutes from the January 18, 2017 Executive Board meeting.

A motion was made by Board Member Frank Eagles, seconded by Board Member Ronnie Williams, that this item be approved. The motion carried by a unanimous vote.

7. Public Hearing

Mayor Sears opened the Public hearing

7.1 FY 2018 Unified Planning Work Program

Shelby Powell, MPO Staff

Requested Action: Conduct Public Hearing. Consider adopting the FY 2018 Unified Planning Work Program

Attachments: [FY18-UPWP](#)

Ms. Powell gave an update on the Unified Planning Work Program (UPWP) and stated that there was a slight update change to table 3 from the Planning Work Program. She also stated that there were some minor adjustments to the Transit columns in that table.

Ms. Powell stated that this is the FY 2018 UPWP and this is the same information that was presented to the board on last month and it has been ongoing for a public comment period for 30 days and need to hold a public hearing on today. There were no comments submitted by the public during the public comment period or at the public hearing but did receive a favorable recommendation from the TCC and asked that a consideration to adopt the UPWP today.

A motion was made by Board Member Vivian Jones, seconded by Board Member John Byrne, that this item be adopted. The motion carried by a unanimous vote.

7.2

Locally Administered Projects Program FFY18 Investment Program

Danna Widmar, MPO Staff

Requested Action: Conduct Public Hearing and Adopt the FFY18 LAPP Investment Program.

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

Ms. Widmar gave a brief overview of the LAPP FY18 Investment Program.

Background:

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.

There were no comments submitted by the public during the public comment period or at the public hearing.

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

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

Danna Widmar, MPO Staff

Requested Action: Conduct Public Hearing and Adopt FY 2016-2025 TIP-Amendment #5.**Attachments:** [TIP Amendment #5](#)

Ms. Widmar gave a brief overview of the NCDOT's STIP Unit and 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.

There were no comments submitted by the public during the public comment period or at the public hearing.

A motion was made by Board Member Frank Eagles, seconded by Board Member Ronnie Williams, that this item be adopted. The motion carried by a unanimous vote.

End of Public Hearings

Mayor Sears closed the Public Hearing

8. Regular Agenda**8.1 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.).

Mayor John Byrne praised Ms. Halsey and told her to keep up the good work.

Received as information.

8.2 Repurposing of LAPP Transit Project Funds

Danna Widmar, MPO Staff

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

Ms. Widmar stated 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.**8.3 FFY 2017 LAPP Available Funding Report**

Danna Widmar, MPO Staff

Requested Action: Receive as information

Ms. Widmar reported that FFY 17 obligations are going well so far, and that LAPP obligations overall are trending in a positive direction. 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.

8.4

Wake Transit Master Participation Agreement

Bret Martin, MPO Staff

Requested Action: Receive as information

Mr. Bret Martin stated that based on legal advice from Attorneys a new agreement structure has been established. The Wake County Transit Planning Advisory Committee (TPAC) has produced a "Wake Transit Master Participation Agreement" (MPA) [formerly known as the Wake Transit implementation "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 MPA 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 MPA 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 MPA:

ACTION**DATE**

TCC Received MPA as Information Only

February 2, 2017

TPAC Releases MPA for Signing Party Consideration of Approval/Adoption

February 8, 2017

CAMPO staff releases MPA for 30-day CAMPO public comment period (at the latest) February 13, 2017

Executive Board Receives MPA as Information Only

February 15, 2017

TCC Considers Recommendation of Approval of MPA to Executive Board
2, 2017

March

CAMPO Public Comment Period Ends (at the latest)

March 15, 2017

Executive Board Considers Approval/Adoption of MPA

March 15, 2017

The draft schedule reflects a plan for the Executive Board to consider approval/adoption of the MPA 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 MPA at the Executive Board's February 15th meeting and review the public comment period and approval/adoption schedule.

Received as information.

8.5 CAMPO Bonus Allocation Methodology

Alex Rickard, MPO Staff

Requested Action: Receive as information

Mr. Rickard gave an update on the Strategic Transportation Investments law (STI) which creates incentives for local government participation of funding and tolling of highways by establishing "bonus allocation" funding. The bonus allocation funding it provides to a MPO occurs 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 will provide 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

8.6 Joint MPO Transportation Policy Principles

Chris Lukasina, MPO Staff

Requested Action: Review the updated draft Joint MPO Transportation Policy Principles and consider adoption.

Attachments: [2017 Joint CAMPO-DCHC Transportation Policy Principles](#)

Mr. Lukasina presented a draft update of the Joint MPO Transportation Policy Principles during the November 30, 2016 Joint MPO Board meeting. Staff from both MPOs were directed to update the draft policy principles based on the discussion at the meeting. An updated draft has been included in the agenda as an attachment for review and consideration.

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

8.7 CAMPO Staff Addition: Public Engagement Planner

Chris Lukasina, Executive Director

Requested Action: Approve staff addition.

Attachments: [CAMPO Public Engagement Specialist Position](#)

Mr. Lukasina presented a updated draft that was included in the agenda as an attachment for review and consideration.

A motion was made by Board Member Frank Eagles, seconded by Board Member John Byrne, that this item be approved for staff addition. The motion carried by a unanimous vote.

9. Informational Items: Budget

9.1 **Operating Budget - FY 2017**
Lisa Blackburn, MPO Staff

Requested Action: Receive as information.

Attachments: [FY 17 PROJECTED Budget QTR 2](#)

This Informational Report was received as information.

9.2 **Member Shares - FY 2017**
Lisa Blackburn, MPO Staff

Requested Action: Receive as information.

Attachments: [Member Dues Projection QTR 2 FY2017 \(2\)](#)

This Informational Report was received as information.

10. Informational Items: Project Updates

10.1

Attachments: [Project Updates](#)

This Informational Report was received as information.

12. Informational Item: Staff Reports

MPO Director

Mr. Lukasina reminded the Executive Board that the NCAMPO's conference starts April 26-28, 2017 in New Bern, NC and will send out an email and engage with other MPO's & RPO's.

Mayor Byrne asked how many attended the conference last year. Mr. Lukasina stated about five or six.

Mr. Lukasina stated that the Watch for me Campaign program has opened a call for partners. This is a nationally recognized Bicycle / Pedestrian Safety Campaign managed by NCDOT and is available to any agencies or jurisdictions that want to partner with this program. The deadline to submit applications is April 24, 2017. This is a program that Kenneth Withrow has worked with for many years.

Mr. Lukasina also informed everyone that today is Danna Widmar's last day with CAMPO.

Mr. Lukasina gave an update on the One on One coordination with NCDOT for STIP & Tip and there are no major changes.

Mr. Lukasina announced that formal letters for the Members share will be sent to the different TCC members, Managers & Clerks.

TCC Chair - None

NCDOT Transportation Planning Branch - None

NCDOT Division 4 - No Report

NCDOT Division 5 - Joey Hopkins- A good portion of NC 540 has been delayed in the draft STIP for two years; but I- 440 has been accelerated four years faster so that the people can get around Raleigh instead of through Raleigh. In early October the state was affected by Hurricane Matthews. In Division 5 there were 25 roads that were heavily impacted by Hurricane Matthews; of which two roads were in Wake County and two roads were in Durham County.

NCDOT Division 6 - No Report

NCDOT Rail Division - None

NC Turnpike Authority - None

Executive Board - Mayor Vivian Jones stated the UPWP had some errors to the Executive Board names and asked that this be corrected.

13. Adjournment