

NC Capital Area Metropolitan Planning Organization

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



Meeting Minutes

Wednesday, April 19, 2017

4:00 PM

Minutes were approved at the June 21, 2017 meeting

Conference Room

Executive Board

1. Welcome and Introductions

Present: 16 - Vice Chair Harold Weinbrecht, John Byrne, Nancy McFarlane, Don Bumgarner, Frank Eagles, Ronnie Williams, William Allen III, Michael Grannis, Gordon Springle, Art Wright, Mike Gordon, Mark Stohlman, Valerie Jordan, Chair Dick Sears, Vivian Jones, and Lewis Weatherspoon

Absent: 9 - Terry Hutchens, Gus Tulloss, Virginia Gray, Terry Hedlund, John Sullivan, Perry Safran, James Roberson, Sig Hutchinson, and Michael Schriver

2. Adjustments 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: March 15, 2017 meeting**

Attachments: [Executive Board Minutes for March 15, 2017](#)

Minutes from the March 15, 2017 Executive Board meeting.

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

6. Regular Agenda

6.1

Remarks from NCDOT Secretary Trogon

Secretary of Transportation Jim Trogon, NCDOT

Secretary Trogon addressed the Executive Board by stating that his staff, in cooperation with the MPOs and RPOs statewide will be looking at ways to improve the project selection and scoring process in SPOT. One of the methods of improvement will be the use of "travel time" as compared to the current metric of "volume/capacity"; and the Capital Area MPO is one of the target regions in which to do that. Also, NCDOT would like to improve mobility with flexibility on the divisional level. Division engineers will be working with MPOs and RPOs to look at the STI criteria to see how they should be properly applied. Secretary Trogon is also directing divisional offices to have a Planning Engineer on staff to serve as a point of contact between the MPOs and RPOs in the area to ensure that those agencies have the latest tools (i.e. GIS capabilities, traffic modeling, freight modeling toolbox, etc.) for decision-making purposes.

On the economic development front, NCDOT is building the CCX Intermodal facility in the Rocky Mount area; working with Charlotte and Wilmington on the intermodal facility, and better leveraging capabilities throughout the state. Furthermore, Secretary Trogon stated that the number one priority for the Capital Area MPO region (and Triangle region as a whole) is the completion of NC 540. The two segments (of NC 540) have been combined; and the start construction date is currently 2020. However, Secretary Trogon stated that his staff is working to accelerate the project construction schedule to 2018 for advertisement; and in the coming weeks his office will inform CAMPO. Secretary Trogon stated that the state will be pursuing new technologies, such as "fully automated/autonomous vehicles".

Secretary Trogon's last area of discussion focused on how to sustain transportation in the future. Funding for the current transportation system is inadequate. He therefore needs a five-year commitment to construction projects. As a result, Secretary Trogon wishes to resurrect a revised transportation bond proposal. That information should be coming out in the next few weeks. Following a question by Mr. Will Allen, Secretary Trogon indicated that the other priority in the Triangle is assisting GoTriangle in the delivery of the Durham-Orange Light Rail project. Secretary Trogon noted that the completion of NC 540 and the Durham-Orange Light Rail project will be the most transformational projects Secretary Trogon in the region. Mayor Olive of Apex expressed his concerns about the CSX Railroad bridge over NC 55; and Secretary Trogon stated that he is working to improve the relationship with CSX. Mr. Alex Rickard of CAMPO asked Secretary Trogon a question about the NC 540 project as it related to the bonus allocation dollars (about \$100 million) associated with the project. Secretary Trogon stated that he had no answer but would be willing to check into that. Secretary Trogon stated that NCDOT is watching to see how the metric of VMT is being used (particularly in the western states).

Received as information.

6.2

Wake Transit Master Participation Agreement

Bret Martin, MPO Staff

Attachments: [Attachment A - Exec Board Master Participation Agreement](#)

The Wake County Transit Planning Advisory Committee (TPAC) has produced a "Wake Transit Master Participation Agreement" (MPA) 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 Transit Tax Revenue to implement projects in the Wake County Transit Plan. The MPA is the overarching agreement for implementation of the Wake County Transit Plan and precedes and paves the way for subsequent program- and project-specific 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 eligible signing parties from December 16, 2016, to January 13, 2017. The TPAC received a number of comments on this draft and subsequent drafts and worked through multiple versions to arrive at a draft to move forward for parties' consideration of participation. Following is a tentative schedule for CAMPO's consideration of approval and participation in the MPA:

ACTION	DATE
TPAC Releases MPA for Signing Party Consideration of Participation	March 29, 2017
CAMPO staff releases MPA for 30-day public comment period	March 30, 2017
TCC considers recommendation of participation in MPA to Executive Board	April 6, 2017
CAMPO Executive Board receives MPA as information only	April 19, 2017
CAMPO public comment period ends	April 29, 2017
Executive Board considers participation in MPA	May 17, 2017

The TPAC-endorsed draft of the MPA is attached (Attachment A). At its April 6th meeting, the TCC recommended the Executive Board consider approval of the MPA at its May 17th meeting, after the CAMPO public comment period for the MPA ends. The TCC's recommendation of approval was made pending a successful outcome of resolving any legal issues brought to the attention of TPAC/MPO staff with language contained in Section 6.01 of the MPA that requires three-fourths of the MPA parties to agree to an amendment for it to become effective. The legality of this amendment process is currently under review. The outcome will be shared with the Executive Board at its May 17th meeting when it considers participation in the agreement but may be shared earlier at the Executive Board's April 19th meeting if it is available.

Staff will briefly present information on the provisions contained in the MPA at the Executive Board's April 19th meeting, as well as provide other updates related to Wake Transit Plan implementation, including the TPAC's progress on the on-call transit planning studies and the FY 2018 Wake Transit Work Plan.

This Miscellaneous Item was received as information.

6.3

Memorandum of Understanding for the Sub-Allocation of Federal Transit Administration Formula Grants to the Raleigh Urbanized Area

Bret Martin, MPO Staff

Attachments: [Att A - Updated Section 5307-5340-5339 Sub-Allocation MOU - Version 2 for TCC](#)

Each year, the Federal Transit Administration (FTA) apportions formula grant funding for use within the Raleigh Urbanized Area (UZA) to a locally selected and federally recognized designated recipient. These funds include the Section 5307, 5339 and 5340 programs. The City of Raleigh is and expects to continue to function as the designated recipient of these formula grants for the Raleigh UZA. The designated recipient is responsible for coordinating with the other providers of public transportation services in the Raleigh UZA and the MPO to develop a sub-allocation method for distributing annual formula funds received from the FTA. The MPO is also required to concur in the designated recipient's annual sub-allocation of formula grants to eligible providers.

In April 2016, the City of Raleigh, Town of Cary and GoTriangle entered into a five (5)-year memorandum of understanding (MOU) that detailed an agreed upon method and process for the sub-allocation of federal formula transit grants provided to the Raleigh UZA. Historically, this MOU was updated every five (5) years with an assigned period of performance term of five (5) years to provide a level of consistency and financial planning certainty to the providers receiving the funds. Although the MOU was last updated in 2016, the need to update the MOU in 2017 has arisen for the following reasons:

- 1) Wake County should be added to the MOU, as it began reporting service metrics to the National Transit Database in fiscal year (FY) 2015, which are now reflected in the federal fiscal year (FFY) 2017 apportionment to the Raleigh UZA;*
- 2) CAMPO should be added as a party to further institutionalize its role in administering the annual sub-allocation calculations and concurring with the designated recipient on the split of funds among the parties;*
- 3) Include the Section 5339 and 5340 programs in the sub-allocation method and process, as prior MOUs have been completely mute on these funding sources;*
- 4) Include the low-income component of the Section 5307 funding formula, as the previously executed MOU was completely mute on that component of the formula;*
- 5) Include the Section 5307 fixed guideway tier to set the Raleigh UZA up to deal with fixed guideway formula funds if and when it gets to the point of receiving them; and*
- 6) The need to clean up other technical language to be more clear, specific and precise about how the formula inputs and variables are being applied to each eligible recipient.*

In February and March 2017, CAMPO staff produced an updated/amended MOU to account for these changes and circulated the MOU for review and comment by the City of Raleigh, Town of Cary, GoTriangle and Wake County. Minor comments on the MOU were received and incorporated into the attached draft (Attachment A). This updated/amended MOU is intended to serve as the MPO- and designated recipient-endorsed sub-allocation policy of federal formula transit grants apportioned to the Raleigh UZA over the next five (5) years and will first apply to the FFY 2017 Raleigh UZA apportionment.

A motion was made by Board Member Vivian Jones, seconded by Board Member John Byrne, that this item be approved for the MOU for the Sub-Allocation of Federal Transit Administration Formula apportionment. The motion carried by a unanimous vote.

6.4 Southeast Area Study
Alex Rickard, CAMPO Staff

Attachments: [Southeast Area Study Roadway Recommendations](#)
[SEAS Improvement Type](#)

Mr. Alex Rickard, CAMPO Staff presented the findings and recommendations of the Southeast Area Study. Mr. Rickard reviewed the land use modeling component of the SEAS, modal recommendations, and the land use policies and strategies that were developed for each participating jurisdiction. Mr. Rickard then asked the Executive Board to endorse SEAS project recommendations for consideration in the development of 2045 Metropolitan Transportation Plan (MTP).

A motion was made by Board Member Michael Grannis, seconded by Board Member Mike Gordon, that this item be endorsed for the SEAS project recommendations for consideration in the development of 2045 Metropolitan Transportation Plan (MTP). The motion carried by a unanimous vote.

6.5 2045 Metropolitan Transportation Plan Update
Chris Lukasina, MPO Staff

The Executive Board received an update on development of the 2045 Metropolitan Transportation Plan (2045 MTP/CTP). The update was focused on:

- § A presentation on the initial traditional funding forecast and discussion of potential alternative funding sources*
- § A review of progress for the Alternatives Analysis phase.*
- § Anticipated 2045 MTP agenda items through summer of 2017.*

Received as information.

6.6 CAMPO Staff Addition: TPAC/Wake Transit Administration

Chris Lukasina, Executive Director

Attachments: [TPAC Position](#)

With the passage of the new Wake Transit Sales Tax the MPO has been designated to serve as the lead agency for several administrative and planning requirements and responsibilities. Administration of the Transit Planning Advisory Committee (TPAC) has continued to evolve. The draft FY 2018 Wake Transit Work Plan includes resources for the MPO to provide full time administrative and management support of the TPAC activities. CAMPO will be able to provide higher quality administrative support and coordination services for the TPAC, while also being able to provide more focused technical-level attention to transit plan implementation management, processes and decisions. It will also be able to provide better staff support for compilation of TPAC products. If the request is not funded, CAMPO will not be able to provide these services at a quality level needed for the TPAC to be productive while also providing its regional technical services and input to transit plan implementation project management, processes and decision. MPO staff recommends creation of a new CAMPO Transportation Planner position at this time to provide for TPAC administration and process management in order to create and fill the position for the start of FY 18. The TCC has recommended approval of the additional staff position

Mr. Michael Grannis asked if the position would have an impact on the MPO budget. Executive Director, Chris Lukasina said the the position would be entirely paid for from Wake Transit funds.

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

7. Informational Item: Budget**7.1 Member Shares - FY 2017**

Lisa Blackburn, MPO Staff

Attachments: [Member Dues Projection QTR 3 FY2017](#)**Received as information****7.2 Operating Budget - FY 2017**

Lisa Blackburn, MPO Staff

Attachments: [FY 17 PROJECTED Budget QTR 3](#)**This Informational Report was received as information.****8. Informational Item: Project Updates****8.1 Project Updates****Attachments:** [Project-Updates](#)**Received as information**

9. Informational Item: Staff Reports

MPO Director, Chris Lukasina

Mr. Lukasina stated the State MPO conference will be held next week in New Bern, NC. If you are needing additional information you may go to ncampo.org.

There is a NC State Strategic Plan update workshop on May 5, 2017 at the RTP Headquarters. In the morning it will focus on the transportation and the afternoon it will be focusing on Triangle Region and it is open to anyone who would like to attend.

CAMPO has a call for Spot 5.0 Bike / Ped. LAPP project that has been open for about two weeks now and the deadline closes on May 5, 2017 and if anyone has questions they may contact Alex Rickard and also your staff has been notified about this project and that several have informed us they plan to submit projects.

Also an update on the two open positions were given and an offer was made and it has been accepted. On Monday the new LAPP Program Manager will be joining our staff. Ms. Gretchen Vetter, she comes from the NCDOT's Public Transit Division. She comes with lots of TIP and programming experience, and the MPO is excited to have her on board. Ms. Vetter was responsible for overseeing the public transit element for the entire State and in our area. Also we have completed the reclassification application for the other open position that had been a Transportation Planning Tech is now a CAMPO Transportation Planner position that the Executive Board had asked to be reclassified for being our Public Involvement Planner and we plan to advertise that position late this week or early next week and it probably will be open for a month and hopefully filled in time for the fiscal year.

TCC Chair - 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 - No report

NC Turnpike Authority - No report

Executive Board - No report

Received as information

10. Adjournment