

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

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

Wednesday, November 14, 2018

4:00 PM

Conference Room

1. Welcome and Introductions

Mayor Weinbrecht welcomed attendees to the meeting. Member Frank Eagles introduced Rolesville Town Manager Kelly Arnold. Mayor Olive called in to join the meeting via phone.

- Present:** 13 - Chair Harold Weinbrecht, Nancy McFarlane, Don Bumgarner, Vice Chair Sig Hutchinson, Lewis Weatherspoon, Frank Eagles, Ronnie Williams, William Allen III, Gordon Springle, Vivian Jones, Lance Olive, TJ Cawley, and Neena Nowell
- Absent:** 17 - Terry Hutchens, John Byrne, Gus Tulloss, Virginia Gray, Terry Hedlund, John Sullivan, Perry Safran, James Roberson, RS "Butch" Lawter, Michael Grannis, Art Wright, Michael Schriver, Valerie Jordan, Dick Sears, Larry Wood, Matt Mulhollem, and Edgar Smoak

2. Adjustments to the Agenda

Chairman Weinbrecht announced that there would be one item added to the agenda. The Wake Forest Community Funding Area funding request would be added as item 8.4.

3. Ethics Statement:

Vice Chairman Hutchinson read the required ethics statement. No members identified any ethics conflicts at today's meeting.

4. Public Comments

No members of the public were present to speak.

5. Minutes

5.1 Meeting Minutes - October 17, 2018 Executive Board Meeting

Attachments: [Minutes - Executive Board - October 17, 2018](#)

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

6. Consent Agenda

A motion was made by Board Member Eagles, seconded by Board Member Williams, that the items on the Consent Agenda be approved. The motion carried unanimously.

6.1 LAPP Project Adjustment
Gretchen Vetter, MPO Staff

Attachments: [LAPP Project Adjustment](#)

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.

6.2 Bus Rapid Transit Evaluation Framework Results
Adam Howell, MPO Staff

Attachments: [MIS - BRT Evaluation Results](#)

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.

End of Consent Agenda

7. Public Hearing

7.1 FY2018-2027 Transportation Improvement Program Amendment #5
Gretchen Vetter, MPO Staff

Attachments: [TIP Amendment #5](#)

Gretchen Vetter, MPO Staff, reported on this item. This amendment was posted for public comment from October 4, 2018 to November 5, 2018. No comments were received. This TIP Amendment includes a line that designates funding to the City of Raleigh to do project development for the Bus Rapid Transit project, effectively designating Raleigh as the Bus Rapid Transit project sponsor.

Chairman Weinbrecht opened the public hearing. No members of the public were present to speak. The public hearing was closed.

A motion was made by Board Member William Allen, III, seconded by Board Member Lewis Weatherspoon, that this item be adopted. The motion carried by a unanimous vote.

7.2

Safety Performance Measures and Targets FY19

Alex Rickard, MPO Staff

Attachments: [CAMPO PM1 FY19](#)

Alex Rickard, MPO Staff, presented on this item. As part of the rule making for MAP-21 and the FAST Act, State DOTs and MPOs are required to adopt the following five safety performance measures:

- *Number of fatalities*
- *Rate of fatalities (per 100 million VMT)*
- *Number of serious injuries*
- *Rate of serious injuries (per 100 million VMT)*
- *Number of non-motorized (Pedestrian & Bicycle) fatalities and non-motorized serious injuries*

MPOs are required to establish performance targets for each of these measures. MPOs are further required to establish their targets not later than 180 days after the State DOT establishes and reports targets in the State Highway Safety Improvement Program (HSIP) annual report. The MPO can agree to plan and program projects so that they contribute toward the accomplishment of the NCDOT HSIP target or develop their own quantifiable targets with a methodology consistent with Federal reporting requirements. Staff recommends supporting the state targets because of the level of detailed data currently available.

NCDOT submitted their Highway Safety Improvement Program annual report to FHWA on August 31, 2018. The MPO has until February 27, 2019 to develop its own safety performance targets or adopt those established by NCDOT.

NCDOT's 2019 Safety Targets**Highway Safety Improvement Program (HSIP)**

- *For the 2019 Highway Safety Improvement Plan (HSIP), the goal is to reduce total fatalities by 5.59 percent each year from 1,362.8 (2013-2017 average) to 1,214.7 (2015-2019 average) by December 31, 2019*
- *For the 2019 Highway Safety Improvement Plan (HSIP), the goal is to reduce the fatality rate by 5.02 percent each year from 1.216 (2013-2017 average) to 1.097 (2015-2019 average) by December 31, 2019*
- *For the 2019 Highway Safety Improvement Plan (HSIP), the goal is to reduce total serious injuries by 6.77 percent each year from 2,865.2 (2013-2017 average) to 2,490.6 (2015-2019 average) by December 31, 2019*
- *For the 2019 Highway Safety Improvement Plan (HSIP), the goal is to reduce the serious injury rate by 6.12 percent each year from 2.528 (2013-2017 average) to 2.228 (2015-2019 average) by December 31, 2019*
- *For the 2019 Highway Safety Improvement Plan (HSIP), the goal is to reduce the total non-motorized fatalities and serious injuries by 6.02 percent each year from 457.0 (2013-2017 average) to 403.7 (2015-2019 average) by December 31, 2019*

This item was open for public comment for 30 days, and no comments were received.

Chairman Weinbrecht opened the public hearing on this item. No members of the public were present to speak. The public hearing was closed.

A motion was made by Board Member Vivian Jones, seconded by Board Member Ronnie Williams, that the MPO support the state measures and targets. The motion carried by a unanimous vote.

7.3

**Pavement, Bridge, and Travel Time Performance Measures and Targets
FY19**

Alex Rickard, MPO Staff

Attachments: [Pavement, Bridge, & Travel Time Reliability
Performance Measures FY19](#)

Alex Rickard, MPO Staff, presented information for this item.

As part of the rule making for MAP-21 and the FAST Act, State DOTs and MPOs are required to adopt the following performance measures:

- Interstate Pavement Condition*
- Non-Interstate NHS Pavement Condition*
- NHS Bridge Condition*
- Interstate Level of Travel Time Reliability*
- Non-Interstate NHS Level of Travel Time Reliability*
- Interstate Truck Travel Time Reliability*

MPOs are required to establish performance targets for each of these measures. MPOs are further required to establish their targets not later than 180 days after the State DOT establishes and reports targets to the Federal Highway Administration (FHWA). The MPO can agree to plan and program projects so that they contribute toward the accomplishment of the NCDOT target or develop their own quantifiable targets with a methodology consistent with federal reporting requirements.

Staff recommends that the MPO support the state's targets for pavement condition, bridge condition, and travel time performance.

Chairman Weinbrecht opened the public hearing. No members of the public were present to speak. The public hearing was closed.

A motion was made by Board Member Vivian Jones, seconded by Board Member Frank Eagles, that the MPO support the state targets and measures. The motion carried by a unanimous vote.

7.4 Wake Transit Public Engagement Policy

Bonnie Parker, MPO Staff

Attachments: [PEP Plan 01.2019](#)

Bonnie Parker, MPO Staff, presented information for this item. The policy will ultimately be approved by the Wake Transit Governing Boards, the GoTriangle Board of Trustees and the CAMPO Executive Board. An informational item has been shared with the TPAC and their consideration of the full policy occurred at their November 14 meeting. The CAMPO Executive Board opened the public hearing today, but action is not anticipated before their January meeting. In the meantime, this informational item is being shared with the Executive Board to introduce them to the draft policy elements in anticipation of action to approve the policy at the January meeting." CAMPO staff will also be presenting the item to the GoTriangle Planning and Legislative Committee in November in anticipation of consideration of approval by the Board of Trustees at their December meeting. Ms. Parker reminded the Board of the differences between the Public Engagement Policy that they will adopt, and the other elements of the public engagement plans and toolkit that will be maintained administratively by the TPAC and its subcommittees.

Chairman Weinbrecht opened the public hearing.

Karen Rindge, WakeUp Wake County, spoke at the public hearing. Ms. Rindge noted that WakeUp Wake County has been working behind the scenes to support public engagement for Wake Transit. She noted she is surprised that this effort has taken so long, and advised Board members to carefully monitor Wake Transit spending. She would like to see timeliness added as a guiding principle of the public engagement policy. She advocated for additional time for public engagement on Wake Transit items, noting that last minute engagement efforts are not very effective. She stated that this is the reason public engagement surrounding Wake Transit has declined. She encouraged all Board members to actively solicit engagement in their communities through their own websites and publications. She also noted that the Wake Transit website should be updated to reflect successes of the program such as adding new service and building new shelters.

The public hearing was left open until the Board's next meeting, since the draft Public Engagement Policy is still out for public review and comment.

Member Sig Hutchinson stated that he agreed that timeliness was an important component of the plan, and he wanted the engagement to be as effective as possible. Chris Lukasina noted that the Wake Transit Public Engagement Policy will not supercede the MPO's Public Engagement Policy, and was more to set minimums surrounding engagement timelines. The MPO will have longer timelines, as stated in our own policy.

7.5**Wake Transit Community Funding Area Program Management Plan**

Bret Martin, MPO Staff

Attachments: [Attachment A - Community Funding Area Program Management Plan](#)*Bret Martin, MPO Staff, presented information for this item.*

The Community Funding Area Program (CFAP) was envisioned in the Wake County Transit Plan to provide smaller municipalities in Wake County (those other than Cary and Raleigh) and the Research Triangle Park an opportunity to leverage matching funds for local public transportation planning, operating, and/or capital projects. The CFAP's intent was to allow communities with limited fixed-route transit services to launch or support community-based or inter-community public transportation services and programs that provide better connectivity and access to the overall regional network. In 2017, the Wake County Transit Planning Advisory Committee (TPAC) commissioned a core technical team (CTT) to develop a program management plan to govern eligibility, funding, application, prioritization and award, and program management and oversight details and processes for the ongoing administration of the program.

The TPAC recommended a draft CFAP Management Plan on October 10, 2018, to the CAMPO Executive Board and the GoTriangle Board of Trustees for consideration of approval. CAMPO staff opened a public comment period on the CFAP Management Plan on October 11th that ran through November 10th. The Executive Board scheduled a public hearing for the CFAP Management Plan which occurred at its November 14th regular meeting. The TPAC-recommended Community Funding Area Program Management Plan was provided as Attachment A. Staff provided an overview of the TPAC-recommended CFAP Management Plan and presented next steps for the program, including the opening for the call for projects. Mr. Martin reviewed the eligibility for funding, the types of projects that would be awarded under the technical assistance and operating and capital elements of the program, and the normal funding application cycle. He noted that the CFAP contains a \$50,000 cap on planning assistance.

Chairman Weinbrecht opened the public hearing. No members of the public were present to speak.

Chairman Weinbrecht asked if any of the information that would be discussed in the newly-added item 8.4 would be in conflict with any of the information presented here. Mr. Martin replied it would not.

A motion was made by Chair Harold Weinbrecht, seconded by Vice Chair Sig Hutchinson, that the Community Funding Area Program Management Plan be approved. The motion carried by a unanimous vote.

End of Public Hearings**8. Regular Agenda**

8.1

Bus Rapid Transit Project Sponsor Designation and Corresponding FY 2019 Wake Transit Work Plan Amendment

Bret Martin, MPO Staff

Attachments: [Att A - BRT Project Sponsor Justification Memo](#)
[Att B - CAMPO BRT Project Sponsor Request Letter](#)
[Att C - Project Sponsor Acceptance from City of Raleigh](#)
[Attachment D - FY 2019 Q2 Work Plan Amendment Package](#)

Bret Martin, MPO Staff, presented information for this item. The TPAC-commissioned core technical team (CTT) for the fixed guideway corridors major investment study (MIS) has completed its high-level, regional-scale evaluation of alignment and station area alternatives for the bus rapid transit (BRT) component of the study. At its October 23rd meeting, the TPAC recommended approval of the final deliverable of the BRT component of the study to the Wake Transit governing boards, a BRT Evaluation Results Memo. The memo details the outputs/results of the MIS BRT Evaluation Framework's assessment of the four BRT corridors identified in the Wake Transit Plan, as well as individual alignment alternatives within each corridor. The alternatives were evaluated to identify relative strengths and weaknesses against a set of pertinent defined criteria.

The results of the evaluation framework are intended to inform next steps of defining corridor alternatives with independent utility to study further, the selection of a preferred alignment within each of the four corridors, and the order of implementation of the segments that make up the 20 miles of BRT infrastructure identified in the Wake Transit Plan. The next step in the process of moving any defined standalone project corridors toward implementation is to designate a project sponsor to take on the responsibility of further developing viable projects, interfacing with the Federal Transit Administration (FTA) for any federal grants being pursued, and managing engineering, right-of-way acquisition, construction, or any other subsequent phases of project implementation toward an end of effectuating an operating BRT service. In effect, project sponsors absorb an ownership or lead role over certain phases of a project's execution to ultimately bring the project to fruition.

CAMPO has been assigned as the lead agency responsible for administering the process of designating project sponsors for Wake County Transit Plan projects, and the CAMPO Executive Board has been designated as the appropriate authority for effectuating project sponsor designations for the plan's fixed guideway projects. At the August 15th Executive Board meeting, based on information provided in a memo from the contracted consultant for the MIS (Attachment A), the Executive Board requested that the City of Raleigh be designated as project sponsor for one or more BRT project corridors (Attachment B). The City Council of the City of Raleigh accepted the request on September 4, 2018 (Attachment C). The aggressive schedule developed for completing project sponsor designations is being driven by the City of Raleigh's desire to move one or more projects forward to project development and have the ability to meet federal grant application deadlines in early calendar year 2019.

With the invitation from the CAMPO Executive Board for the City of Raleigh to serve as project sponsor, it was understood by the Board that one or more viable standalone BRT project corridors or preliminary locally preferred alternatives with logical termini, independent utility, and regional mobility benefits would need to be pieced together from the four MIS study corridors before a final project sponsor designation can be finalized. The BRT track of the MIS yielded results that suggest each of the study corridors can

each stand alone as projects with independent utility, and with the City of Raleigh starting a dialogue with the FTA on how best to advance the study corridors into project development, the formalization and finalization of the BRT project sponsor designation is ripe to proceed. The City of Raleigh plans to move all four (4) of the study corridors forward into project development, with the exact nature of how they will be pieced together to proceed currently under deliberation by the City and the FTA.

In conjunction with the BRT project sponsor designation request, the City of Raleigh requested a corresponding amendment to the FY 2019 Wake Transit Work Plan for funding to be appropriated to the City to undertake further BRT alternatives refinement and project development activities (Attachment D). The TPAC recommended approval of the requested amendment to the Wake Transit governing boards at its October 10th regular meeting. The amendment would allocate a total of \$4,315,545 in funds originally allocated to reserve in both FYs 2018 and 2019 to the City.

Mr. Martin also noted that part of the TIP action from earlier in the meeting was to dedicate funding to the City of Raleigh for the BRT project development.

A motion was made by Board Member Frank Eagles, seconded by Vice Chair Sig Hutchinson, that the board take affirmative action on the following:

- 1) For the City of Raleigh to be designated as project sponsor for one or more BRT project corridors, or a combination thereof (subject to the guidance of the FTA), that can be derived from and that includes the full extent of the MIS study corridors; and**
- 2) The corresponding FY 2019 Wake Transit Work Plan Amendment to appropriate \$4,351,545 in Wake Transit revenues to the City of Raleigh to undertake BRT alternatives refinement and project development.**

The motion carried by a unanimous vote.

8.2

Commuter Rail Transit (CRT) Project Sponsor Designation

Bret Martin, MPO Staff

Attachments: [Attachment A - Consultant Memo](#)

[Attachment B - CAMPO Letter to GoTriangle](#)

[Attachment C - Greater Triangle Commuter Rail Project Key Scope Elements Final](#)

Bret Martin, MPO Staff presented this information.

The TPAC-commissioned core technical team (CTT) for the fixed guideway corridors major investment study (MIS) is pressing forward on its high-level, regional-scale evaluation of operations and station area alternatives for the commuter rail transit (CRT) component of the study. The CTT is currently in the process of transitioning from an evaluation of national peers, travel demand, and existing conditions along the corridor toward the development of system performance standards/targets, an evaluation framework, and the identification and evaluation of initial CRT operating and station area alternatives. To keep the study of the CRT corridor moving forward to support implementation of a project within the corridor by FY 2027 (the horizon year of the Wake Transit Plan), it is appropriate for the CAMPO Executive Board to begin the process of designating a project sponsor. The project sponsor would take on the responsibility of further developing a viable project, interfacing with the Federal Transit Administration (FTA) for any federal grants being pursued, and managing engineering, right-of-way acquisition, construction, or any other subsequent phases of project implementation toward an end of effectuating and operating CRT service. In effect, project sponsors absorb an ownership or lead role over certain phases of a project's execution to ultimately bring the project to fruition.

CAMPO staff has received a memo from the contracted consultant for the fixed guideway corridors major investment study that recommends through supporting justification that GoTriangle be designated as the project sponsor for any viable CRT projects with independent utility that may be delineated within the MIS study corridor. This memo is provided as Attachment A. The high-level points of support outlined in the memo for GoTriangle to serve in this capacity include:

- 1) An existing organizational structure exhibiting an appropriate configuration to support the necessary technical capacity to implement the project;*
- 2) The ability to leverage existing resources for a similar major capital transit project (i.e., Durham-Orange Light Rail);*
- 3) Existing familiarity with and relationship with major partners that would be involved in project implementation (i.e., North Carolina Railroad, DCHC MPO, CAMPO, FTA, NCDOT, and impacted local government jurisdictions); and*
- 4) Existing presence as a multi-jurisdictional transit provider with a board composed of regional representation.*

CAMPO has been assigned as the lead agency responsible for administering the process of designating project sponsors for Wake County Transit Plan projects, and the CAMPO Executive Board has been designated as the appropriate authority for effectuating project sponsor designations for the plan's CRT project. At the October 17th Executive Board meeting, the Board took unanimous action to invite GoTriangle to serve as project sponsor for any CRT projects with independent utility that may be delineated within the MIS study corridor from Garner to western Durham (Attachment B). The GoTriangle Board of Trustees responded to the CAMPO Executive Board on October 24,

2018, with a unanimous vote, to accept the project sponsor designation.

With the invitation from the CAMPO Executive Board for GoTriangle to serve as project sponsor for a CRT project, it was understood by the Board that a viable CRT project corridor or preliminary locally preferred alternative with logical termini, independent utility, and regional mobility benefits will need to be delineated from the MIS study corridor from Garner to western Durham before a final project sponsor designation can be finalized. It was also understood by the Executive Board that GoTriangle will develop a high-level project management plan detailing technical capacity for implementation of a CRT project and how it will transition from the high-level alternatives analyses associated with the MIS to undertaking project development activities (Attachment C).

Mr. Martin noted that this will allow GoTriangle to proceed with an RFP for updating the Alternatives Analysis, and hopefully remain on schedule for applying for New Starts funding in December 2019.

A motion was made by Board Member William Allen, III, seconded by Board Member Frank Eagles, to designate GoTriangle as project sponsor for any CRT projects with independent utility, subject to the guidance of the FTA, that may be delineated within the MIS study corridor from Garner to western Durham. The motion carried by a unanimous vote.

8.3

2045 Metropolitan Transportation Plan (MTP) Amendment

FY 2018-2027 Transportation Improvement Program (TIP) Amendment

Air Quality Conformity Determination

Chris Lukasina, CAMPO Staff

Chris Lukasina, MPO Staff presented this information.

As a result of recent changes in federal guidance, the Capital Area MPO is once again required to demonstrate conformity between the MTP and TIP for air quality. A required step is the development of an Air Quality Conformity Determination analysis and report. This is required for updates and changes to the MTP and/or the TIP. A required step in the amendment of the FY 2018-2027 Transportation Improvement Program (TIP) is to ensure that it conforms to the 2045 Metropolitan Transportation Plan (MTP). This includes verifying that the timing, scope, and cost of projects in the plan and program are the same.

CAMPO staff has been working with the NC Department of Transportation, Division of Air Quality (DAQ), and the NC Department of Environment and Natural Resources (DENR) to implement the updates necessary for the required air quality conformity determination, including locating and resolving all differences between the latest updates to the TIP and the MTP. Attached is the draft Air Quality Conformity Determination report and necessary updates to the both the TIP and MTP to meet air quality conformity requirements. A copy of the Air Quality Determination report and the updated MTP and TIP will be posted online at <<http://www.campo-nc.us>>. by December 1, 2018. A public comment period will be open until January 16, 2019 and a public hearing will be scheduled for January 16, 2019.

This MTP Item was received as information.

8.4 Use of Community Expenditures for Community Funding Area Local Match

Bret Martin, MPO Staff

Bret Martin, MPO Staff, reported on this item. During the Community Funding Area applicant training with Wake Forest, a question came up about the Town of Wake Forest using the current funding being contributed by the Town toward transit service as a local match for Community Funding Area funding through Wake Transit. As this issue is specific to Wake Forest, and there is no direct guidance in the CFA Program Management Plan, the issue is being brought to the Executive Board for consideration. There is a 50% local match required for the CFA program. Wake Forest is currently contributing \$282,000 for the operation of the local circulator. The Town would like to have this funding considered as the 50% match to get an additional \$282,000 to increase service on the circulator.

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

10. Informational Item: Budget**10.1 Member Shares - FY 2018**

Lisa Blackburn, MPO Staff

Attachments: [FY 2018 Member Dues Q4 Final](#)

Member shares information was included in the agenda packet.

This Informational Report was received as information.

10.2 Operating Budget - FY 2018

Lisa Blackburn, MPO Staff

Attachments: [FY 2018 Final Budget QTR 4](#)

Operating budget information was included in the agenda packet.

This Informational Report was received as information.

11. Informational Item: Project Updates**11.1 Project Updates**

Attachments: [Project Updates](#)

Project updates were included in the agenda packet.

This Informational Report was received as information.

12. Informational Item: Staff Reports

MPO Director - Mr. Lukasina introduced Sara Akimoto as the MPO's new Office Manager. He further announced that there are two positions currently advertised - one planner position and one modeling position.

TCC Chair - No report

NCDOT Transportation Planning Division - Mr. Lukasina reported that the CTP 2.0 training will happen in the next several months and that the 2050 Statewide Plan is underway at NCDOT.

NCDOT Division 4 - No report

NCDOT Division 5 - No report

NCDOT Division 6 - No report

NCDOT Rail Division - absent

NC Turnpike Authority - No report

MPO Board Members - Member Frank Eagles requested that the December Executive Board meeting be cancelled. Chairman Weinbrecht confirmed that there was no business to conduct in December, and cancelled the meeting. Member Gordon Springle announced that this would be his last meeting of the Executive Board and that Commissioner Penny from Harnett County would take over in January. Other members expressed appreciation to Commissioner Springle for his dedication to the Executive Board for the past several years in representing Harnett County.

13. Adjournment

There being no further business, Chairman Weinbrecht adjourned the meeting.

Upcoming Meetings/Events

The December meeting was cancelled due to lack of business to come before the Board. The next meeting will be January 16, 2019.