

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 7, 2019

10:00 AM

Conference Room

1. Welcome and Introductions

Chair Andes opened the meeting and welcomed everyone.

Present: 32 - Member Juliet Andes, Juliet Andes, Eric Lamb, Justin Jorgensen, Chair Benjamin Howell, Danny Johnson, David Bergmark, Michael Frangos, John Hodges-Copple, Luana Dean, Jason Brown, David Keilson, Sean Johnson, Shannon Cox, Darius Sturdivant, Kendra Parrish, Het Patel, Mark Eatman, Suzette Morales, Member Juliet Andes, Juliet Andes, Tim Bender, Kelly Blazey, Tim Gardiner, David DeYoung, Jimmy Eatmon, Jason Myers, Geoff Green, Tim Brock, Meade Bradshaw, Branston Newton, and Paul Black

Absent: 15 - Scott Hammerbacher, Ken Bowers, Jay Sikes, Bob Clark, Eddie Dancausse, Paul Kallam, Tim Jacobs, Richard Campbell, Michael Landguth, Adam Mitchell, Cathy Reeves, Andy Thomas Jr., Patrick Reily, Keith Holliday, and Gregory Bethea

2. Adjustments to the Agenda

There were no adjustments to the agenda.

3. Public Comments

No members of the public appeared to speak.

4. Minutes

4.1 Draft Minutes from the TCC meeting on January 3, 2019.

Requested Action: Approve January 3, 2019 TCC minutes.

Attachments: [Draft MeetingMinutes 2019-01-03](#)

Minutes were distributed in the agenda packets.

A motion was made by Member John Hodges-Copple and seconded by member Michael Frangos that the minutes from the previous meeting be approved. The motion carried by a unanimous vote.

5. Regular Business

**5.1 FY 2019-20 Enhanced Mobility of Seniors and Individuals with Disabilities
(Section 5310) Program Call for Projects**

Crystal Odum, MPO staff

Requested Action: Receive as information**Attachments:** [GoRaleigh Section 5310 Program Management Plan](#)

Ms. Crystal Odum, MPO staff reported on this item. Ms. Odum stated that each year, the Raleigh Urbanized Area (UZA) is apportioned formula grant funding by the Federal Transit Administration (FTA) for the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities program. James Farrell, consultant with Planning Communities, explained that Section 5310 funds are available for capital and operating expenses that support the provision of transportation services to meet the specific needs of elderly persons and persons with disabilities. The City of Raleigh (GoRaleigh) is the federally recognized designated recipient of Section 5310 funding for the Raleigh UZA and manages the program through an adopted Section 5310 Program Management Plan (PMP) that lays out the policies and procedures for project selection, funding distribution and administration of projects supported by the funding. For FFY 2019, a total of \$826,047, is available to be awarded for eligible projects (\$242,053 carried over from FFY 2017 and \$583,994 apportioned by FTA in FFY 2018).

Mr. Farrell noted that the City of Raleigh (GoRaleigh) will solicit applications from eligible funding recipients for the Section 5310 program from March 1st - March 29th, and that an application workshop will be held by GoRaleigh on March 12, 2019, from 10am-11:30am in the training room at the GoRaleigh Maintenance and Operations Facility, which is located at 4104 Poole Road to assist potential applicants with the application process and an understanding of project eligibility. A recorded PowerPoint presentation designed to do the same will be made available at the beginning of the application solicitation window.

Member Luana Deans raised the question regarding eligibility qualifications. Ann Steedly, with Planning Communities, explained that this is largely geared toward non-profit projects designed to fill in service gaps for the elderly and those individuals with disabilities. Ms. Deans requested some examples of past projects. Ms. Steedly provided additional information on the Center for CareGiving, driver reimbursement, assistance with navigating the transit system and reimbursement options for use of these services.

**The FY 2019-20 Enhanced Mobility of Seniors and Individuals with Disabilities
(Section 5310) Program Call for Projects report was received as information.**

5.2 Unified Planning Work Program FY 2020

Shelby Powell, MPO Staff

Requested Action: Recommend that the Executive Board waive the \$100,000 cap on indirect expenses to allow CAMPO to pay up to \$185,000 in FY 20 to City of Raleigh for indirect expenses associated with acting as Lead Planning Agency for the MPO, and adopt the FY 20 Unified Planning Work Program and Certify the MPO's Transportation Planning Process for FY 20, pending no adverse comments at the Public Hearing.

Attachments: [FY 2020 UPWP - Final](#)

Deputy Director Ms. Shelby Powell reported on this item. Ms. Powell stated that the information was presented at the previous meeting and reviewed that the Unified Planning Work Program (UPWP) is the annual work plan and budget for the MPO that outlines the programs, processes and tasks to be completed by MPO staff during the year. In addition to the annual delivery of programs such as LAPP, the TIP, the Public Participation Plan, and Wake Transit, there are several special studies included in the draft UPWP for FY 20. These include the continuation of the R.E.D. Lane Study that started in FY 19; beginning the update of the Northeast Area Study; a Triangle Bikeway Implementation Plan; a Fayetteville-Raleigh Passenger Rail Study; and Wake Transit-specific projects for developing better online visualization for Wake Transit implementation projects for the website and beginning the update to the Wake Transit Vision Plan.

Ms. Powell noted that the UPWP for FY 20 was available for public review and comment from Jan. 3 - Feb. 7, 2019, and that a public hearing will be held at the MPO Executive Board meeting on February 20, 2018. She stated that to date, no public comments have been received on the draft UPWP.

Member Shannon Cox raised a question regarding the regional app for greenways that was discussed at the previous meeting. Ms. Powell stated that there is a coordination effort in progress.

The motion was made by Member Ben Howell and seconded by Member Eric Lamb that the Executive Board waive the \$100,000 cap on indirect expenses to allow CAMPO to pay up to \$185,000 in FY 20 to City of Raleigh for indirect expenses associated with acting as Lead Planning Agency for the MPO, and adopt the FY 20 Unified Planning Work Program, and Certify the MPO's Transportation Planning Process for FY 20.

5.3 Locally Administered Projects Program (LAPP) FY2020 Investment Program

Gretchen Vetter, MPO Staff

Requested Action: Consider approval of Draft FY2020 LAPP Investment Program.

Attachments: [MEMORANDUM Executive Board](#)
[FY20 Draft Recommendation](#)
[LAPP Selection Panel Meeting Overview](#)

Ms. Gretchen Vetter, MPO staff, reported on this item. Ms. Vetter reviewed that in August 2018, the NC Capital Area MPO's Executive Board opened a call for projects to identify and program available FFY 2020 Locally Administered Projects Program (LAPP) funds. The call for projects resulted in submission of 25 eligible projects for consideration.

Ms. Vetter stated that the Executive Board also approved a target modal investment mix of 68 percent roadway, 24 percent bicycle & pedestrian, and 8 percent transit to help guide development of a recommended FFY 2020 investment program totaling \$25 million, including CMAQ. This included 5 fully and one partially funded Bicycle and Pedestrian Projects and 1 fully funded Transit project which focuses on GoRaleigh bus stop sites. Projects were reviewed for funding eligibility and scored based on the adopted LAPP prioritization criteria by CAMPO staff.

Ms. Vetter shared that staff had released the draft FFY 2020 LAPP Investment Program for public review and comment from January 4, 2019 through February 4, 2019 and has scheduled a public hearing at the February 20, 2018 Executive Board meeting.

Member Michael Frangos inquired about whether projects score better if they include preliminary engineering or right of way. Ms. Vetter explained that the scoring criteria gives a multiplier percentage based on the phase of project being requested. She also explained that staff reviews proposed schedules closely to ensure they are realistic. She also confirmed that there is a goal of one year from project award to obligation of funding.

The motion was made by Member Eric Lamb, seconded by Member Het Patel that the Draft FY2020 LAPP Investment Program be recommended to the CAMPO Executive Board. The motion carried by unanimous vote.

5.4 LAPP Available Funding Report

Gretchen Vetter, CAMPO Staff

Requested Action: Receive as Information.

Ms. Gretchen Vetter, MPO staff reported on this item. Ms. Vetter stated 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 funding at risk due to project schedule changes that extend beyond the awarded LAPP funding year. Staff will provide a current update of available LAPP Funding and a report on the status of project funding authorizations.

Ms. Vetter reviewed the LAPP goals, with a strong emphasis on avoiding future Federal rescissions to the maximum extent possible and utilizing available funding sources in a more efficient manner. Ms. Vetter shared the annual obligation rate percentages and current funding available. She stated that the goal is to close the gap between Programmed Project Totals and authorized/obligated projects. Ms. Vetter shared the unused 'available' STPDA and TAP funds exposure rate and current fund balance for STPDA/TAP (\$28.6M appropriation amount) and CMAQ (\$13M program amount).

A member of the public inquired whether this meant there was an excess or lack of funds. Ms. Vetter explained the difference between funding authorization and funding exposed to rescission. The member of the public also asked if the federal government shutdown was affecting this. Member Eric Lamb stated that NEPA reviews have been slow. Ms. Vetter reported that FTA communications were slightly impacted, but no other large impacts were felt.

CAMPO Executive Director Mr. Chris Lukasina stated that the Executive Board expressed interest in updated information at their meeting last month and stressed that it is vitally important to keep everyone up to date on projects, in case funds need to be reallocated to another project. He added that at the end of every fiscal year there is a risk of Federal rescission.

The LAPP Available Funding Report was received as information.

5.5 FY2018-2027 Transportation Improvement Program Amendment #6

Gretchen Vetter, CAMPO Staff

Requested Action: Receive as Information.**Attachments:** [TIP Amendment #6](#)

Ms. Gretchen Vetter, MPO staff reported on this item. Ms. Vetter stated that NCDOT's STIP Unit notified the MPO of amendments to the FY2018-2027 State TIP, and that 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. Amendments also include the addition of the Draft FY2020 LAPP Investment Program.

Ms. Vetter remarked that the FY2018-2027 TIP Amendment #6 will be posted for public comment from February 7, 2019 to March 8, 2019 and a public hearing is scheduled for the March 20, 2019 Executive Board meeting.

Ms. Vetter also called attention to a late addition to the agenda, which is an addition to Amendment #6. This amendment includes one additional pending GoRaleigh project, for Capital Operating-GoRaleigh-Access Paratransit Service. This project will be posted for public comment and reviewed at future meetings.

The FY2018-2027 Transportation Improvement Program Amendment #6 was received as information.

5.6 2019-2028 Draft Transportation Improvement Program

Alex Rickard, CAMPO Staff

Requested Action: Receive as information.**Attachments:** [STIP FY 19-29 Draft 2018-01-08](#)
[STIP CAMPO Changes](#)

Deputy Director Mr. Alex Rickard reported on this item. Mr. Rickard stated that the full draft of the 2019-2028 State Transportation Improvement Program (STIP) and companion Transportation Improvement Program (TIP) have been released. In addition to the draft programming of the remaining Statewide Prioritization category (Division Needs), there have been several changes to the draft document for the Statewide Mobility and Regional Impact categories. Mr. Rickard presented an overview of these changes as well as highlights from the rest of the draft program.

Mr. Rickard reviewed that many TIP/STIP projects have been delayed and incurred cost increases. He explained that the commitment window has been extended from 5 to 6 years for years 2020-2025. Mr. Rickard shared data for statewide mobility, regional impact and division needs for years 1-6 and years 7-10. Mr. Rickard provided an explanation for the difference between a region and division in response to a member of the public's inquiry.

Mr. Rickard then reviewed STI funding issues for Spring 2018 vs. January 2019, and the four projects that were removed, which include the I-5702 I-40 Managed Lanes from US15/501 to Wade Avenue, I-540 Managed Shoulders from I-40 to I-87. US 401 median from Judd Parkway to NC42/55 and US 1/NC55 interchange conversion to DDI.

Member John Hodges-Copple stated that he did not necessarily see the year extension as a positive. Mr. Rickard agreed that projects that get rescored will need to be more competitive.

The 2019-2028 Draft Transportation Improvement Program report was received as information.

5.7**FY 2019 Wake Transit Work Plan - 3rd Quarter Amendments**

Bret Martin, MPO Staff

Requested Action: Consider approval of the FY 2019 Wake Transit Work Plan 3rd quarter amendments

Attachments: [Attachment 1 - FY 2019 Work Plan Q3 Amendments](#)

Mr. Bret Martin, MPO staff reported on this item. Mr. Martin stated that four (4) FY 2019 Wake Transit Work Plan amendment requests were submitted for the 3rd quarter of the fiscal year and include:

Major Amendments:

- Addition of one full-time equivalent (FTE) staff resource for a commuter rail environmental planner to be housed at GoTriangle;*
- Addition of one FTE staff resource for a manager of commuter rail design to be housed at GoTriangle; and*
- Additional funding and a scope expansion for two FY 2018 projects associated with the regional on-call transit planning services program.*

Minor Amendment:

- A minor scope change to a project that provides funding for Sunday service, extended holiday hours, and expanded paratransit on all GoCary fixed routes.*

Mr. Martin stated that both amendment requests were released for public comment on December 19, 2018. The public comment period closed for the minor amendment request on January 2, 2019. The public comment period for the major amendment requests closed on January 18, 2019. No public comments were received for any of the amendment requests.

Mr. Martin further explained that the Wake County Transit Planning Advisory Committee (TPAC) recommended approval of all four (4) amendment requests to the Executive Board at its January 22nd meeting after a finding that any financial or scope impacts associated with the amendment requests are appropriate for the continued implementation of the Wake Transit Plan. More detailed correspondence on the amendment requests was provided to the TPAC for its consideration and is included as Attachment 1.

The FY 19 Wake Transit Work Plan 3Q Amendments were recommended to be approved by the CAMPO Executive Board." Motion was made by Geoff Green, Second by Shannon Cox.

5.8 Draft FY 2020 Wake Transit Work Plan

Bret Martin, MPO Staff

Requested Action: Receive as information**Attachments:** [Draft FY 2020 Work Plan](#)

Mr. Bret Martin, MPO staff reported on this item. Mr. Martin stated that at its January 22, 2019 regular meeting, the Wake County Transit Planning Advisory Committee (TPAC) released a draft FY 2020 Wake Transit Work Plan to be reviewable for agency and public review and comment from February 1, 2019 through March 3, 2019 (a 30-day public and agency comment period). This draft is attached. Following the March 3rd public comment period deadline, the TPAC is scheduled to finalize a recommended FY 2020 Wake Transit Work Plan at its April 23rd meeting for consideration by both CAMPO and the GoTriangle Board of Trustees in May or June. Annual Wake Transit Work Plans contain a number of elements that work to authorize and institutionalize Wake County Transit Plan implementation investment decisions, including:

- 1) Annual operating and capital budgets and corresponding ordinances;*
- 2) Annual updates to a 10-year multi-year operating program for future operating expenditures;*
- 3) Annual updates to a 10-year capital improvement plan for future capital expenditures;*
- 4) Annual updates to the transit plan's supporting financial plan and model assumptions; and*
- 5) Capital and operating funding agreements that support and are supported by the annual budgets.*

Mr. Martin then shared the work plan approval timeline, the proposed investments for FY20, proposed bus service expansion and additional transit investments, which include mobile ticketing, bus stop improvements, fare capping and Wake Tech Park and Rides. He continued with longer term investments and future planning, shared that there are Project Sheets for every project for review and encouraged public comment.

Mr. Martin noted that this year marks the first year that all Wake County municipalities will receive fixed-route transit service. The Rolesville Express and the Holly Springs Express routes will begin in FY 2020.

Mr. Martin explained that, for the draft FY 2020 Wake Transit Work Plan currently under public review, all of the aforementioned elements are included in the draft with the exception of the budget ordinances and the annual capital and operating funding agreements, which will be developed over the coming couple of months are to be included in the TPAC's final recommended Work Plan. High-level details of the FY 2020 Wake Transit Work Plan will be presented to the Executive Board at its February 20th meeting.

The Draft FY 2020 Wake Transit Work Plan was received as information.

5.9 Wake Transit Concurrence Framework

Bret Martin, MPO Staff

Requested Action: Consider approval of the Wake Transit Concurrence Framework**Attachments:** [Attachment 1 - Concurrence Framework Draft](#)

Mr. Bret Martin, MPO staff reported on this item. Mr. Martin reviewed that, as required by the Wake Transit Governance Interlocal Agreement, CAMPO staff, in cooperation with the Wake County TPAC, has prepared a document detailing a process, known as the Concurrence Process, that streamlines and expedites a Project Sponsor's attainment of verification from other agencies having a regulatory interest in a project that its proposed actions or project implementation approaches are in compliance with the agencies' laws, regulations or policies. The draft Concurrence Process is provided as Attachment 1. Mr. Martin stated that this verification is conveyed in response to project implementation actions or approaches proposed by the Project Sponsor at key project milestones (known as Concurrence Points) throughout the project development and permitting processes. Specific Concurrence Points associated with the Concurrence Framework are distinct to the nature and magnitude of anticipated impacts associated with each project, and consequently, are outlined for each project in a project-specific Concurrence Plan.

Mr. Martin stressed that a major goal of the Concurrence Framework is to bring order to what can easily be an unwieldy and excessively time-consuming process of securing verification of compliance from multiple agencies in a setting in which all agencies involved have knowledge and understanding of any competing interests from other regulatory agencies and compromised-based decisions can be made. Agencies that implement major capital projects have the responsibility of determining whether actions that are critical to the trajectory of those projects, as well as any impacts to regulated resources or interests of other agencies, are in compliance with those agencies' laws, policies, and regulations. Left to a system in which Project Sponsors coordinate individually with other agencies, it is very difficult to balance competing agencies' mandates, policies, laws, or regulations. The Wake Transit Concurrence Framework is modeled after the North Carolina Department of Transportation (NCDOT) 'Merger Process', which sets out to achieve the same goals for projects NCDOT is responsible for implementing.

Mr. Martin shared what the Concurrence Process is not, including not a project-level technical steering committee, not a platform for expressions of opinions or positions, not legally binding upon the agencies involved, does not authorize a project or Work Plan implementation element and does not authorize funding for a project. Projects subject to the process and guidance for applicability determination were then discussed.

Mr. Martin reviewed that in addition to explaining the value and goals of the Concurrence Framework, Attachment 1 further details roles and responsibilities of organizations involved in the process, projects that would be subject to the process, illustrative/common Concurrence Points for major capital projects, and a dispute resolution process. There are two documents associated with the Concurrence Framework in Attachment 1. The first is the actual policy document for the Concurrence Process that will be considered for approval. The second is a Practitioner Guide that is intended to be used as an administrative tool by everyday practitioners of the framework. Mr. Martin stated that the Concurrence Framework document was recommended for approval by the TPAC at its January 22nd regular meeting and will be considered for approval in February by the TCC and Executive Board, as well as the GoTriangle Board of Trustees.

A motion was made by Member Shannon Cox and seconded by Member Danny Johnson to recommend approval of the Wake Transit Concurrence Framework to the Executive Board. The motion carried by unanimous vote.

6. Informational Item: Budget

6.1 Operating Budget - FY 2019 Lisa Blackburn, MPO Staff

Requested Action: Receive as information.

Attachments: [FY 19 Projected Budget QTR 1](#)

The Operating Budget was distributed in the TCC agenda prior to the meeting. No comments were made at the meeting.

This Informational Report was received as information.

6.2 Member Shares - FY 2019 Lisa Blackburn, MPO Staff

Requested Action: Receive as information.

Attachments: [FY 19 Projected Member Dues QTR 1](#)

The Member Shares report was distributed in the TCC agenda prior to the meeting. No comments were made at the meeting.

This Informational Report was received as information.

7. Informational Item: Project Updates

7.1 Project Updates

Requested Action: Receive as Information.

Attachments: [Project-Updates-2019-02-07-TCC](#)

The Project Updates report was distributed in the TCC agenda prior to the meeting. No comments were made at the meeting.

This Informational Report was received as information.

8. Informational Item: Staff Reports

CAMPO Executive Director Chris Lukasina noted that the NC AMPO Conference registration was now open and will be held in the Charlotte Convention Center. He stated that at least one hotel has a block of room reserved for this event.

Mr. Lukasina reiterated that Mr. Adam Howell has departed his position with CAMPO, that his position is now open, and encouraged TCC members to disseminate this information.

Mr. Lukasina introduced two new CAMPO staff members, Mr. Mike Bruff and Mr. Brandon Watson, who was previously an intern at CAMPO several years ago.

TCC Chair - Chair Juliet Andes reminded everyone to sign in for meetings, and that interested parties should stay after the meeting to discuss the regional app.

Kenneth Withrow, MPO staff member gave a reminder for the upcoming Triangle Bicycle and Pedestrian workshop on March 29, 2019.

NCDOT Transportation Planning Division - Mr. Mark Eatman announced that he was taking a new position with NCDOT and would no longer be serving as the MPO coordinator.

NCDOT Division 4 - Mr. Eatmon stated that the public comment period for the STIP would be open from February 25 - March 1, 2019.

NCDOT Division 5 - Mr. Keilson stated that the public comment period for the STIP would be open from Feb 18-22, 2019.

NCDOT Division 6 - Mr. Sturdivant stated that the public comment period for the STIP would be open from February 25 - March 1, 2019.

NCDOT Rail Division - Absent.

NC Turnpike Authority - Absent.

This was received as information.

9. Adjournment**Upcoming Meetings/Events**

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