

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

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

Wednesday, April 17, 2019

4:00 PM

Conference Room

1. Welcome and Introductions

Chair Weinbrecht welcomed everyone to the meeting and asked that any new members identify and introduce themselves. Mr. Bill Gary? from Turnpike Planning Division introduced himself.

Present: 21 - Don Bumgarner, John Byrne, Frank Eagles, Michael Grannis, Virginia Gray, Terry Hedlund, Vice Chair Sig Hutchinson, Liz Johnson, Vivian Jones, RS "Butch" Lawter, Neena Nowell, Lance Olive, Howard Penny, James Roberson, Dick Sears, Lewis Weatherspoon, Chair Harold Weinbrecht, Ronnie Williams, Art Wright, Juliet Andes, and David DeYoung

Absent: 11 - William Allen III, Grady Hunt, Valerie Jordan, Nancy McFarlane, Matt Mulhollem, Perry Safran, Michael Schriver, Edgar Smoak, Marsha Strawbridge, John Sullivan, and Gus Tulloss

2. Adjustments to the Agenda

There were no adjustments to the Agenda.

3. Ethics Statement:

Vice Chair Sig Hutchinson read the Ethics statement. No members of the Executive Board identified issues with conflicts during the meeting.

4. Public Comments

No members of the public were present to speak.

5. Minutes

5.1 **Minutes for the March 20, 2019 Executive Board Meeting** MPO Staff

Requested Action: Consider approval of the draft March 20, 2019 minutes

Attachments: [Draft Minutes 20-Mar-2019](#)

Minutes were included as an attachment.

A motion was made by Board Member Vivian Jones, seconded by Board Member Ronnie Williams that the minutes from the March 20, 2019 Executive Board Meeting be approved. The motion carried by unanimous vote.

6. Regular Agenda

6.1 Triangle TDM Program Update

Jenny Halsey, TJCOG

Requested Action: Receive as information*Ms. Jenny Halsey, TJCOG Staff reported on this item.**Ms. Halsey stated that the Triangle J Council of Governments (TJCOG) serves as the administrator of the Triangle TDM Program, linking state and MPO policies and funding with local and regional service providers., and explained that 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.).**Ms. Halsey provided a brief 10 year background history and that the purpose of the presentation was to provide an update and structure of the existing program. Ms. Halsey stated that the current goal is to reduce vehicle miles traveled (VMT) by 25 percent. She explained the basic structure of TJCOG, it's oversight committee and current partners. Ms. Halsey reviewed the identified hotspots, explained the CAMPO Funding process, and research findings on how employees and students get to work, why people might change their commute mode and what the motivating factors would be to try an alternate mode of transportation.**Ms. Halsey noted that work on the next update to the 7-Year TDM Plan is now underway, and will focus on working with consultants and the oversight committee to determine future target goals.***The Triangle TDM Program Update Report was received as information.**

6.2 Update on Community Funding Area Program FYs 2019 and 2020 Project Selection

Matthew Cushing, MPO Staff

Requested Action: Receive as Information

Mr. Matthew Cushing, MPO Staff reported on this item.

Mr. Cushing stated that the Community Funding Area Program FYs 2019 and 2020 call for projects was announced in November of 2018 and closed in January of 2019. A total of six (6) applications were submitted by eligible applicants in response to the call.

Mr. Cushing noted that the program was envisioned as part of the Wake Transit Plan – Big Move #4 Enhanced Access to Transit, and explained that the CFA Program is a competitive program which provides eligible Wake County communities an opportunity to receive match funding for planning, capital, operating, or combined capital / operating transit projects.

Mr. Cushing reviewed submitted FY 2019 projects, which include the Town of Apex Service Planning for Apex Circulator and Town of Morrisville Comprehensive Public Transportation Study. Mr. Cushing noted that the FY 2019 projects have been endorsed by the TPAC and are moving forward on a different schedule than the FY 2020 projects, which will be included in the recommended FY 2020 Wake Transit Work Plan. Mr. Cushing then presented the submitted FY2020 Community Funding Area Program Planning Projects, which include the Town of Garner's Transportation Study, Town of Rolesville's Comprehensive Community Transportation Study, the Town of Fuquay-Varina's Microtransit Feasibility Study and the Town of Wake Forest's Reverse Circulator Loop, which falls under Operating funds instead of Planning funds.

Vice Chair Hutchinson requested clarification in regard to what is envisioned by microtransit in the Fuquay-Varina project. Mr. Cushing responded that the microtransit service type can be structured in a number of ways, but usually includes the use of vehicles such as vans or small shuttles to provide demand response service using technologies similar to those of transportation network companies like Uber and Lyft, and that these services usually intend to provide quicker service at a lower cost.

Mr. Cushing presented the Next Steps for the FY2020 projects. These projects will be included in FY 2020 Recommended Wake Transit Work Plan, which will be considered by TPAC on April 23, 2019, and then considered by the CAMPO Executive Board and GoTriangle Board of Trustees in May/June 2019.

Board Member Michael Grannis inquired about what it would take to get Johnston County included in the program. Mr. Cushing responded that he wasn't sure of the process to include Johnston County, but expected that this wouldn't be possible in the short run, as the program is funded with Wake Transit tax proceeds.

Board Member Jones stated that the legislature has said that Johnston County could have a quarter cent sales tax for these projects. Board Member Eagles added that outlying counties contribute a large portion of transportation problems so there should be a partnership with them in order to reduce some of the traffic issues. Board Member Jones agreed, but added that they would need to produce their own funding.

The Community Funding Area Program FY's 2019 and 2020 Project Selection Update Report was received as information.

**6.3 FFY 2019 FTA Section 5307, 5340, and 5339 Distribution
Crystal Odum, MPO Staff / David Eatman, GoRaleigh**

Requested Action: Approve the sub-allocation of FFY 2019 Section 5307, 5340, and 5339 funds in the amounts shown in the attached letter.

Attachments: [CAMPO FTA Funding Sub-Allocation 2019 Split Letter Draft](#)
[FY 2019 FTA Section 5307 Worksheet for Raleigh UZA - Full Year Rev 3-26-2019](#)
[FY 2019 5339 Worksheets for Raleigh UZA - Full Year Final](#)
[MOU Section 5307-5339 Apportionment](#)

Ms. Crystal Odum, MPO Staff reported on this item.

Ms. Odum stated that each year the Federal Transit Administration (FTA) apportions formula grant funding for use to a federally recognized designated recipients. These funds include the Section 5307/5340 and 5339 program funds for urbanized areas capital, administrative and operating assistance including for vehicles and facilities. Ms. Odum explained that the City of Raleigh is the federally recognized designated recipient of these formula grants for the Raleigh Urbanized Area (UZA). The designated recipient is responsible for coordinating with the other eligible funding recipients of public transportation services in the Raleigh UZA and to develop a sub-allocation method for distributing annual formula funds received from the FTA.

Ms. Odum noted that in April 2017, the CAMPO Executive Board adopted an updated Memorandum of Understanding (MOU) between the City of Raleigh, Town of Cary, GoTriangle, Wake County and CAMPO that reinforced CAMPO's role as an administrator of the sub-allocation of these funds. The MPO endorsed the sub-allocation policy of federal formula transit grants apportioned to the Raleigh UZA. The 2017 MOU, first applied to the Federal Fiscal Year (FFY) 2017 Raleigh UZA apportionment, will apply for five (5) years to provide a level of consistency and financial planning certainty to the providers receiving the funds.

Ms. Odum stated that for FFY 2019, FTA Section 5307/5340 and 5339 full apportionments to the Raleigh UZA were released in March 2019. CAMPO staff, with the City of Raleigh as the federally recognized designated recipient of these funds, has coordinated with the Town of Cary, GoTriangle, and Wake County staffs to develop the sub-allocation of these funding sources based on the 2017 MOU for the distribution of funding between the City of Raleigh, Town of Cary, GoTriangle and CAMPO. Per regulations, the MPO must concur with the sub-allocation of UZA federal formula grants and the programming of projects that will make use of the funding. Through an annual "split letter" to the FTA, CAMPO must request that FTA disburse the requested funds to eligible direct grant recipients in accordance with the sub-allocation. Attached are pages from the sub-allocation worksheet that determines the amounts to be disbursed to each eligible grant recipient and the split letter.

A motion was made by Board Member Williams, seconded by Board Member Byrne that the sub-allocation of FFY 2019 Section 5307, 5340, and 5339 funds in the amounts shown in the attached letter be approved. The motion carried by unanimous vote.

6.4

DRAFT 2020-2029 STIP Revision

Alex Rickard/MPO Staff

Requested Action: Review funding scenarios presented by staff and provide input to the NCDOT.

Mr. Alex Rickard, CAMPO Deputy Director reported on this item.

Mr. Rickard stated that the DRAFT 2020-2029 State Transportation Improvement Program (STIP) was released in January 2019 and is anticipated to be approved by the North Carolina Board of Transportation in June 2019. Since the initial release of the draft STIP, two incidents have occurred that will impact project programming. First, projects originally programmed and anticipated to be funded in fiscal year 2019 have been delayed and must now be included in the 2020-2029 STIP, which creates an overall funding shortage for Region C. Second, the Durham-Orange Light Rail (DOLRT) project is expected to be removed from the 2020-2029 STIP at the request of the Durham Chapel-Hill Carrboro MPO. The DOLR project is currently programmed with \$154 million dollars of Regional Impact funds from Region C.

Mr. Rickard explained that NCDOT released the DRAFT 2020-2029 STIP in January 2019 and that multiple project delays occurred due to project cost increases. In April 2019 two additional incidents will impact project programming: 1) Several FY 2019 projects have been delayed and will now be included in the 2020-2029 STIP and 2) Durham Orange Light Rail Project (DOLRT) is expected to be removed from the 2020-2029 STIP.

Mr. Rickard presented scenarios for how NCDOT might adjust the 2020-2029 STIP based on those two incidents.

Scenario A:

No programming changes

Scenario B:

\$60 million is programmed towards CAMPO Morrisville – Clayton BRT with ROW in 2025 and CON in 2028. The remaining \$40 million would be committed but in later years.

Scenario C:

\$60 million to be split between CAMPO BRT and DCHC P-5716 grade separation. BRT would be committed and P-5716 would be non-committed.

Board Member Eagles questioned why the 2019 projects had not been completed. Mr. Rickard responded that it was primarily the Fayetteville out loop project funded in SPOT 3. Board Member Eagles asked why they were being penalized when it was DOT's fault. Executive Director Lukasina responded that it was partly due to the contracting community request for additional breathing room, and asked if Mr. Joey Hopkins from NCDOT Division 5 had additional input. Mr. Hopkins stated that it was more of the issue of not having the funds to start projects, versus complete them. Board Member Eagles asked if they had "over obligated" themselves. Mr. Hopkins said yes. Vice Chair Hutchinson inquired about the remaining \$40 million of BRT funds. Mr. Rickard stated that while the STIP only covers years 2020 through 2029, the remaining \$40 million for the BRT project would be shown as "post-year" and reimbursed to the project sponsor most likely in years 2030 through 2032 although those funds could be accelerated into earlier years in the next STIP (2022-2031). He added that the funds would likely be available through annual installments of \$10-15 million. Mr. Rickard commented that the Morrisville to Clayton BRT project would cover the dedicated infrastructure for the Western and Wilmington corridors in the Wake Transit plan.

A motion was made by Board Member Eagles, seconded by Vice Chair Hutchinson that Scenario B be presented to the NCDOT. The motion carried by unanimous vote.

6.5

Federal Rescission Update

Gretchen Vetter, CAMPO Staff

Requested Action: Receive as Information.

Attachments: [Summary Report for May](#)
[Unobligated Funding Report Cover Sheet](#)
[LAPP Unobligated Funds report Executive Board May 2019](#)

Ms. Gretchen Vetter, MPO Staff reported on this item.

Ms. Vetter briefly reviewed the LAPP Goals, with strong emphasis of avoiding future Federal rescissions to the maximum extent possible. She reiterated that a current federal rescission is written in law that impacts of all exposed CMAQ and TAP funding not authorized by September 30, 2019.

Ms. Vetter reviewed the Current Fund Balance for CMAQ, TAP and STP, and stated that there was one change that added approximately 3.5 million dollars to the STPDA funding. She also reviewed which projects CAMPO had a lower confidence of receiving authorization in this fiscal year and the impacts of those delays on the overall funding balances.

Ms. Vetter reviewed the directions received from the Executive Board in March included approval of option to suspend 50/50 match rule on additional funding requests up to a maximum 80/20 match through September 30th, approval of three pending additional funding requests at an 80/20 match rate, and waived \$1 million administrative approval threshold with monthly reporting at Executive Board meetings through September 30th. Ms. Vetter requested clarification on a specific project, the Town of Cary's White Oak Creek Greenway, which received additional CMAQ funding for their project at a rate of 50/50 in November of 2018. Ms. Vetter asked the Executive Board if their motion at the previous month included retroactively awarding this project an 80/20 match in addition to all new requests coming in. The Executive Board confirmed this project could receive an 80/20 match on their additional funding request.

Ms. Vetter noted the two options for projects that do not reach the funding authorization deadline, which include the removal of projects that do not make funding deadline from TIP (these projects may recompile for funding in future rounds of LAPP) and the reprogramming of existing LAPP projects that do not meet rescission deadline in a future fiscal year. In this scenario, the outstanding balance would be subtracted from appropriate future LAPP cycle's programming limit.

Ms. Vetter reviewed the upcoming schedule and deadlines:

April

- *Decision from Executive Board on whether to program funding on new shovel-ready CMAQ projects that have been scored in previous LAPP cycles (2).*
- *Decision from Executive Board on whether to allow FY20 CMAQ projects with PE funding programmed to begin projects early and request authorization in FY19.*
- *Decision from Executive Board on whether to retroactively award existing LAPP Projects at 80/20.*
- *Begin TIP Amendment Process for approved changes that require TIP Action.*

Ms. Vetter provided information on two new shovel-ready CMAQ projects, the

Fuquay-Varina Park Depot and the Zebulon Beaverdam Creek Greenway.

The Fuquay-Varina project could be obligated by July/August 2019. This depends on NCDOT Comment Review period of the 100% PS&E submittals. The requested Funding: is \$989,728 CAMPO to \$247,432 Local. This is in the Construction Phase. LAPP Round(s) Submitted: PE funded in FFY13. Competed for CON in FY17, 18, 19, and 20.

The Zebulon Beaverdam Creek Greenway could be obligated by August/September 2019, depending on the NCDOT review process. The requested Funding is \$1,605,196 CAMPO to \$401,299 Local. This is also in the Construction phase. LAPP Round(s) Submitted: Competed for CON funding in FY20.

Board Member Gray said she supported these two projects. Board Member Eagles agreed.

Ms. Vetter discussed lower vs. higher confidence projects, reviewed the options of allowing FY20 CMAQ Projects to Start PE Early, the Retroactive 80/20 Award on Existing CMAQ LAPP Projects information. She then presented two possible strategies for protecting exposed balances. She included the possibility of flexing balances to Transit, which would require project proposals from transit systems and selection process to approve projects.

Ms. Vetter continued with the schedule and deadlines for May through August. May is the deadline for TIP Action to program additional funding to existing LAPP projects and/or program funding on new projects. June is the deadline to flex funds to FTA and the target deadline for all LAPP projects to request funding authorization from FHWA (in LAPP handbook). In August, a decision from Executive Board is expected on whether to reprogram or deprogram exposed projects that did not reach deadline. This decision determines how much funding available for LAPP FY2021 Call for Projects, which generally begins in August.

Ms. Vetter reiterated the decisions and deadlines required for the April meetings and presented a combination of four options to create two strategies to protect exposed funding. The four options were 1) allow FY20 CMAQ projects with PE funding to begin their projects early, 2) program funding on the two shovel-ready projects discussed earlier, 3) retroactively award an 80/20 match on existing LAPP projects pending funding authorization this year, and 4) flex the remaining balances to transit. These options were split in to two strategies: 1) combine options one, two, and four and 2) utilize option three until the remaining balance has been fully drawn down.

Board Member Eagles asked if the Park Depot was shovel ready. Ms. Vetter stated that the two new shovel-ready projects had either completed or close to completed plans and only needed a municipal agreement and NCDOT plan approval to request funding authorization from FHWA.

Board Member Williams requested clarification for the Flex to Transit option and whether the funds would be earmarked. CAMPO Executive Director Chris Lukasina stated that a specific project would still need to be named. Vice Chair Hutchinson asked for further clarification on the flex status. Ms. Vetter explained that this relied on higher confidence projects to be authorized in time, and that if not, the amount of funding flexed to transit could change.

Board Member Jones requested clarification on the logistics of the retroactive 80/20 match option, specifically asking what happens if all the exposed funding is protected by

the first few projects that come in for an 80/20 retroactive match. Mr. Lukasina responded that eligible projects would be brought up to an 80% federal match when their funding authorization request was sent to FHWA. The funding would be first come, first serve. If any existing CMAQ project receives funding authorization after all CMAQ funding has been protected/obligated, CAMPO would use STP funding to authorize these projects.

In reference to the two shovel ready projects, Mr. Joey Hopkins from NCDOT Division 5 requested that local project manager submit plans to NCDOT prior to the agreements for review.

A motion was made by Board Member Byrne and seconded by Board Member Bumgarner to approve programming funding on two new shovel-ready CMAQ projects that have been scored in previous LAPP cycles, to allow FY20 CMAQ projects with PE funding programmed to begin projects early, to draw down the remaining funding balance by retroactively applying a higher federal match to existing LAPP projects and to request CAMPO Staff further examine the impacts of reprogramming existing LAPP projects that do not meet the rescission deadline in a future fiscal year.

6.6

FY2018-2027 Transportation Improvement Program Amendment #7

Gretchen Vetter, CAMPO Staff

Requested Action: Receive as Information.

Attachments: [TIP Amendment #7](#)

Ms. Gretchen Vetter, MPO Staff reported on this item.

Ms. Vetter stated that the FY2018-2027 Transportation Improvement Program has a proposed amendment. Projects in this amendment are reflective of recommended action by the CAMPO TCC to program funding on new shovel-ready projects to protect funding from a future rescission.

The public comment period for the FY2018-2027 TIP Amendment #7 will open for public comment on April 15 and will remain open until May 15. A public hearing is scheduled for the May 15 Executive Board regularly scheduled meeting.

This TIP Item was received as information.

7. Informational Item: Budget

7.1

Requested Action: Receive as information.

Attachments: [FY 19 Projected Member Dues QTR 3](#)

The Member Shares Report was included as an attachment. No comments or questions were received.

The Member Shares Report was received as information.

7.2 **Operating Budget - FY 2019**
Lisa Blackburn, MPO Staff

Requested Action: Receive as information.

Attachments: [FY 19 Projected Budget QTR 3](#)

The Operating Shares Report was included as an attachment. No comments or questions were received.

The Operating Budget Report was received as information.

8. Informational Item: Project Updates

The Project Updates Report was included as an attachment. No comments or questions were received.

The Project Updates Report was received as information.

8.1 **Project Updates**

Requested Action: Receive as information.

Attachments: [Exec Brd Project Updates 17 April 2019](#)

9. Informational Item: Staff Reports*CAMPO Executive Director*

Mr. Chris Lukasina gave the following report. The NCAMPO conference would be in Charlotte April 24-26, and that he believed registration was still open. The TPAC Administrator position had been filled by a highly qualified candidate from Florida, and their start date will be July 1, 2019. A central CAMPO/Raleigh Transportation Fair will be held May 6th at the McKimmon Center. There was a productive STIP/TIP Development Meeting with NCDOT staff and others and he hoped many of their suggestions and recommendations during the meeting would be accepted.

The SPOT 6 process has begun and a TCC subcommittee meeting was convened. In June, recommended projects will be presented to the Executive Board and released for public comment.

TCC Chair - no report.

NCDOT Transportation Planning Division – Everyone may take the NC Moves 2050 survey that is now open online.

NCDOT Division 4 - no report.

NCDOT Division 5 - no report.

NCDOT Division 6 - absent.

NCDOT Rail Division - absent.

NC Turnpike Authority - absent.

The Staff Report was received as information.

Adjournment

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

Upcoming Meetings/Events

<i>NCAMPO Conference</i>	<i>April 24-26, 2019</i>
<i>Charlotte, NC</i>	<i>4:00 - 6:00</i>

<i>Capital Area MPO TCC Meeting</i>	<i>May 2, 2019</i>
<i>One Bank of America Plaza</i>	<i>10:00 - noon</i>
<i>421 Fayetteville Street, Suite 203</i>	
<i>Raleigh, NC 27601</i>	

<i>Capital Area MPO TAC Meeting</i>	<i>May 15, 2019</i>
<i>One Bank of America Plaza</i>	<i>4:00 - 6:00</i>
<i>421 Fayetteville Street, Suite 203</i>	
<i>Raleigh, NC 27601</i>	

<i>Capital Area MPO TCC Meeting</i>	<i>June 6, 2019</i>
<i>One Bank of America Plaza</i>	<i>10:00 - noon</i>
<i>421 Fayetteville Street, Suite 203</i>	
<i>Raleigh, NC 27601</i>	

<i>Capital Area MPO TAC Meeting</i>	<i>June 19, 2019</i>
<i>One Bank of America Plaza</i>	<i>4:00 - 6:00</i>
<i>421 Fayetteville Street, Suite 203</i>	
<i>Raleigh, NC 27601</i>	