

# NC Capital Area Metropolitan Planning Organization Meeting Minutes - Final Technical Coordinating Committee

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

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Thursday, April 4, 2019

10:00 AM

Conference Room

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## **1. Welcome and Introductions**

*Chair Andes welcomed everyone to the meeting, and asked if there were any new introductions to be made. Mr. Phil Cordeiro introduced himself as a new representative for the Town of Youngsville.*

**Present:** 26 - Member Juliet Andes, Tim Bender, David Bergmark, Paul Black, Meade Bradshaw, Tim Brock, Bob Clark, Shannon Cox, Luana Deans, David DeYoung, Michael Frangos, Tim Gardiner, Geoff Green, Chris Hills, Danny Johnson, Sean Johnson, Justin Jorgensen, David Keilson, Eric Lamb, Suzette Morales, Jason Myers, Het Patel, Tracy Stephenson, Darius Sturdivant, Joe Geigle, and Morgan Simmons

**Absent:** 10 - Gregory Bethea, Kelly Blazey, John Hodges-Copple, Michael Landguth, Branston Newton, Terry Nolan, Kendra Parrish, Cathy Reeves, Pamela Perry, and Ronnie Keeter

## **2. Adjustments to the Agenda**

*There were no adjustments to the agenda.*

## **3. Public Comments**

*No members of the public were present to speak.*

## **4. Minutes**

### **4.1 Draft minutes from TCC meeting on March 7, 2019.**

**Requested Action:** Approval of minutes.

**Attachments:** [TCC Meeting Minutes 07 Mar 2019](#)

A motion was made by Member Jason Myers, seconded by Member Danny Johnson that the minutes from the previous March 7, 2019 meeting be approved. The motion carried by unanimous vote.

## **5. Regular Business**

**5.1 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 was received as information.**

## 5.2 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 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. Ms. Odum explained that the City of Raleigh is the designated recipient of these formula grants for the Raleigh 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. The MPO is also required to concur with the designated recipient's annual sub-allocation of formula grants to eligible providers.

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. The MPO endorsed 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, 5339 full apportionments to the Raleigh Urbanized Area (UZA) were released in March 2019. The City of Raleigh as the federally recognized designated recipient of these funds has coordinated with the Town of Cary, GoTriangle, Wake County and CAMPO to develop the sub-allocation of these funding sources based on the most current MOU for the distribution of funding between the City of Raleigh, Town of Cary, GoTriangle and CAMPO staff. Per FTA policy, 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 and 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 direct grant recipient.

**A motion was made by Member Jason Myers, seconded by Member Geoff Green for approval of the sub-allocation of FFY 2019 Section 5307, 5340, and 5339 funds in the amounts shown in the attached letter. The motion carried by unanimous vote.**

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

Matthew Cushing

**Requested Action:** Receive as Information*Mr. Matthew Cushing, MPO Staff reported on this item.**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 stated 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.**Mr. Cushing noted the Next Steps for FY2020. The Executive Board will receive this as information on April 17, 2019, projects included in FY 2020 Recommended Wake Transit Work Plan will be considered by TPAC on April 23, 2019, and the recommended FY 2020 Work Plan will be considered by the CAMPO Executive Board and GoTriangle Board of Trustees in May/June 2019.***The Community Funding Area FYs 2019 and 2020 Call for Projects Report was received as information.**

## 5.4 Federal Rescission Update

Gretchen Vetter, CAMPO Staff

**Requested Action:** Receive as Information.

**Attachments:** [Summary Report for May 2 TCC Meeting](#)  
[Detailed Unobligated Funding Report](#)

*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, and that it would take an act of Congress to change this.*

*Ms. Vetter reviewed the Current Fund Balance for CMAQ, TAP and STP. 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 explained the eight (8) options that were presented to the Executive Board at the March meeting. These included:*

- Match for Cost-Overrun Requests for Existing Projects*
- Temporarily suspend 50/50 match rule on additional funding requests up to a maximum 80/20 match*
- Flexible Administrative Approval on Cost-Overrun Requests*
- Switch Funding with Projects to Obligate this Year*
- Award Funding to Shovel-Ready Projects*
- Flex Exposed Funding to Transit*
- Deprogram Exposed Projects that do not Reach Deadline*
- Reprogramming Exposed Projects to Next Fiscal Year*

*Ms. Vetter stated that the directions received from the Executive Board 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.*

*The Board also requested additional information on retroactively awarding an 80/20 match on existing LAPP Projects and on the option to award funding on shovel-ready projects that have been scored in previous LAPP cycles.*

*Ms. Vetter then reviewed the remaining options presented to the Executive Board, in which no immediate feedback was received, which include switching funding with projects to obligate this year, and flex funding to transit.*

*For projects that do not receive federal authorization before the September 30th deadline, options include removal of projects from TIP (projects may recompile for funding in future rounds of LAPP) or allowing LAPP projects to roll over to future fiscal years. This will necessitate subtracting the outstanding balance from next 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.*

*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.*

*Discussion by the TCC and Staff continued on the following subjects:*

*Timeline:*

*Members of the TCC inquired on whether decisions on certain strategies could be held off until there was a better understanding of overall funding implications, which projects will likely receive funding authorization, and what will happen to the projects that do not receive funding authorization. Member Chris Hill noted that knowledge of what could happen to projects that do not receive funding authorization could influence decision-making on strategies. CAMPO Staff noted that decisions on awarding funding*

to new projects needed to be made as soon as possible to allow time for potential TIP action, CMAQ reviews, municipal agreement creation, plan reviews, and funding authorization requests. Certain options, such as flexing funds to transit could wait until June. The decision on what should happen to projects that do not reach their funding authorization deadline could wait until August, which would allow current projects to continue to work towards reaching the deadline. Member Luana Deans stressed that the Executive Board has been committed to protecting funding and could potentially make a motion to pursue any of the strategies presented at their next meeting and it would be beneficial if the TCC made a recommendation at the current meeting to provide guidance.

*Programming Funding on Two Shovel-Ready Projects:*

A question on the confidence of funding authorization for the two proposed new shovel-ready projects was raised and what would happen if these projects did not reach the funding authorization deadline. CAMPO Staff reviewed the status of each proposed project and stated that the projects would be on the "higher confidence of funding authorization" list if approved. CAMPO Staff reiterated that there are risks associated with any strategy to protect exposed funding. There is a potential that these projects, or any project with exposed funding, do not receive funding authorization in time. The two proposed projects are in a relatively good spot to receive funding authorization if they are allowed to move forward quickly. CAMPO Staff reminded the TCC that if either of the projects did not receive funding authorization by the end of this fiscal year, a decision could be made to allow projects to continue or to be cancelled, similarly to all other projects that do not reach the deadline.

*LAPP Policy and Potential Steering Committee Meeting:*

Certain members of the TCC expressed concern regarding the speed in which decisions were being made to protect funding and suggested a meeting of the LAPP Steering Committee to provide a formal recommendation to the TCC. Member Danny Johnson specifically noted his concern on the number of prior year LAPP projects that had exposed funding and how awarding a higher federal match on cost overruns could be considered unfair to previous projects that were not able to utilize this option. CAMPO Executive Director Chris Lukasina explained that in previous years, the CAMPO Executive Board has allowed projects to continue past their original funding year to give projects the benefit of the doubt and because there was no threat of immediate rescission. If projects were to be immediately cancelled if they did not reach their deadline, CAMPO would ultimately have more exposed funding with less projects to program funding on. Mr. Lukasina suggested that this subject and potential improvements be discussed for future rounds of LAPP at a Steering Committee soon, but we likely do not have time to hold a Steering Committee meeting to discuss options for the upcoming federal rescission.

*Retroactive 80/20 Federal Match on Existing CMAQ Projects:*

TCC Members requested additional information on the logistics behind this potential option. CAMPO Staff explained that this option could be implemented on any CMAQ project that 1) will receive funding authorization this year and 2) submitted a higher than 20% local match in their funding application. The higher federal match would only apply on projects or phases of projects that receive funding authorization this year. CAMPO Staff could bring each project up to an 80/20 match when the project requests funding authorization from FHWA. If all projects that meet these criteria were to receive funding authorization this year, the additional funding to bring each project to 80/20 would exceed the amount of exposed CMAQ funding CAMPO currently anticipates. CAMPO could potentially award the 80/20 match on projects that come in until exposed funding runs out or CAMPO could award a specific percentage increase of federal match for CMAQ

*projects coming in for funding authorization.*

*Projects that do not Receive Funding Authorization within Fiscal Year:*

*Member Chris Hill expressed concern regarding projects that do not reach the funding authorization this year, which lead to discussion on the logistics behind this issue. CAMPO Staff explained that projects that do not meet the funding authorization deadline this year would either 1) have their project removed from the TIP and projects would need to recompile in future rounds of LAPP for funding or 2) projects would be programmed in the appropriate future fiscal year, which would ultimately reduce the amount of available funding for future LAPP projects. CAMPO Staff confirmed that to pursue the second option, CAMPO would need to collect detailed information on project schedules and costs to determine funding implications. CAMPO Staff reiterated that this decision would not need to be made until August, when funding levels for the next round of LAPP needed to be determined. Member Hill expressed his support for allowing projects that do not reach the deadline to continue in to future years. Other TCC members expressed support for this notion but were not ready to make a recommendation to the Executive Board to pursue the option until they had more information.*

*The requested action was to consider recommending a specific strategy to the CAMPO Executive Board, noting that this recommendation could trigger a TIP amendment.*

**A motion was made by Member Chris Hill and seconded by Alternate Luana Deans that the TCC recommend to the Executive Board 1) Consider approving a strategy to protect funds from a rescission that includes 1) programming funding on two new shovel-ready CMAQ projects that have been scored in previous LAPP cycles, 2) allowing FY20 CMAQ projects with PE funding programmed to begin projects early, and 3) drawing down the remaining funding balance by retroactively applying a higher federal match to existing LAPP CMAQ projects. The motion carried by unanimous vote.**

**The TCC also recommended that the Executive Board consider requesting CAMPO Staff further examine the impacts of reprogramming existing LAPP projects that do not meet rescission deadline in a future fiscal year.**

## **6. Informational Item: Budget**

### **6.1**

**Member Shares - FY 2019**

Lisa Blackburn, MPO Staff

**Requested Action:** Receive as information.

**Attachments:** [FY 19 Projected Member Dues QTR 2](#)

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

**The Member Shares FY 2019 Report was received as information.**



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

**Requested Action:** Receive as information.

**Attachments:** [FY 19 Projected Budget QTR 2](#)

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

**The Operating Budget FY 2019 was received as information.**

**7. Informational Item: Project Updates**

**7.1**                      **Project Updates**

**Requested Action:** Receive as information.

**Attachments:** [Project Updates - April 2019](#)

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

**The Project Updates was received as information.**

**8. Informational Item: Staff Reports**

*CAMPO Executive Director Chris Lukasina stated that a TPAC administrator had been selected, and that the candidate was currently undergoing the required hiring process. Mr. Lukasina reviewed the NCAMPO conference information in Charlotte, and strongly encouraged those who had interest to register now and to secure a hotel.*

*TCC Chair Juliet Andes - no report.*

*NCDOT Division 4 - no report.*

*NCDOT Division 5 - no report.*

*NCDOT Division 6 - no report.*

*NCDOT Rail Division - absent.*

*NC Turnpike Authority - absent.*

**The Staff Reports item was received as information.**

**9. Adjournment**

*There being no further business, Chair Andes adjourned the meeting.*

## Upcoming Meetings/Events

<i>Capital Area MPO TAC Meeting</i>	<i>April 17, 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>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>	