

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 6, 2020

10:00 AM

Conference Room

1. Welcome and Introductions

Chair Andes welcomed everyone to the meeting and asked if there were any new introductions to be made. There were none.

Present: 32 - Chair Juliet Andes, Sandi Bailey, Joshua Baird, David Bergmark, Paul Black, Jason Brown, Sharon Chavis, Michael Clark, Shannon Cox, Luana Deans, Bob Deaton, Jimmy Eatmon, Michael Frangos, Tim Gardiner, Phil Geary, Jay Heikes, John Hodges-Copple, Benjamin Howell, Danny Johnson, Sean Johnson, Justin Jorgensen, Erin Klinger, Member Eric Lamb, Michael Landguth, Julie Maybee, Suzette Morales, Neil Perry, Jay Sikes, Morgan Simmons, Tracy Stephenson, Darius Sturdivant, and John Vine-Hodge

Absent: 20 - Gregory Bethea, Kelly Blazey, Ken Bowers, Bo Carlson, Davis Anita Davis, Neal Davis, Joe Geigle, Hank Graham, Scott Hammerbacher, Irene Johnson, Paul Kallam, Mike Kennon, Catherine Knudson, Gaby Lontos-Lawler, Thomas Marrow, Michael Moore, Branston Newton, Kendra Parrish, Pamela Perry, and Larry Smith

2. Adjustments to the Agenda

Chair Andes stated there was a slight adjustment to the agenda. Items 5.9 and 5.10 were moved to be presented after item 5.1.

3. Public Comments

Chair Andes opened Public Comments. There were no members of the public present to speak. Chair Andes closed Public Comments.

4. Minutes

4.1 TCC January 2020 Draft Minutes

Requested Action: Approval of the January 2020 Draft Minutes.

Attachments: [TCC January 2020 Meeting Minutes Draft](#)

The Draft Minutes were included in the agenda packet.

A motion was made by Member Danny Johnson, seconded by Alternate Luana Deans to approve the minutes from the TCC January 2020 meeting. The motion passed by unanimous vote.

5. Regular Business

5.1**US Census 2020**

Sara Ellis, City of Raleigh

Requested Action: Receive as information**Attachments:** [Staff Report](#)
[US Census 2020](#)

Ms. Sara Ellis, City of Raleigh staff reported on this item.

Ms. Ellis explained that the Decennial Census will be taking place in April of this year, with letters being mailed out mid-March inviting every person in the United States and its territories to respond in one of three ways; online, over the phone, or by mail. To assist in this effort, Ms. Ellis reported that Wake County has formed a Complete Count Committee to help ensure that everyone knows why the census is important, and how filling out your census form helps with representation, distribution of federal funding, and countless other uses that municipal governments are often very familiar with. She added that to help spread the word, provide assistance where they can, and coordinate efforts across county lines, the Local Government Subcommittee would like to provide an update on these efforts, as well as to take the opportunity to learn about what is working well for our colleagues outside of Wake County in their census engagement and outreach efforts.

Ms. Ellis reviewed the 2020 Changes and Challenges, which include:

- *Online self-response is new*
- *Toll-free and traditional questionnaire are secondary options*
- *Reduction of Census Bureau resources*
- *Political climate and citizenship question controversy*
- *Distrust of the government*
- *Fear of information being shared*
- *Young children (under age 5) were the largest undercounted group in 2010*

Ms. Ellis shared the Wake Co 2020 Complete Count Committee organizational chart and information from past Census participation. In 2000, Wake County population was estimated at 627,846 with 76% census participation rate. By 2010, the population was estimated at 900,993 with a slight increase of 78% participation. The current 2018 Census estimate for Wake County is now 1,909,305 with goal of 82% participation. She explained that for every individual person not counted an estimated \$1,600 is lost.

Outreach Plans include:

- *Mailing postcards to historically undercounted communities*
- *Putting census swag in the hands of community partners*
- *Placing messages at the bottom of utility bills*
- *Setting up census taking stations in the libraries*

Ms. Ellis shared that the Census is held in April due to weather related road conditions in Alaska. Ms. Ellis concluded by reviewing how individuals could assist, by talking to family, friends and neighbors about why it's important, promoting education and awareness on social media and encouraging community organizations to become involved in identifying and educating Hard to Count populations. She provided social media contact information, including Facebook and Twitter, with associated hashtags.

CAMPO Executive Director Chris Lukasina added that two additional reasons the Census is relevant to MPO's is that it potentially affects boundary changes, and can affect the amount of funding received.

The U.S. Census 2020 Report was received as information.

5.2

FY2018-2027 Transportation Improvement Program Amendment #11

Gretchen Vetter, CAMPO Staff

Requested Action: Receive as Information.

Attachments: [Staff Report](#)
[TIP Amendment #11](#)

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

Ms. Vetter stated that the NCDOT's STIP Unit notified the MPO of amendments to the FY2018-2027 State TIP and said that the MPO should update the TIP to reflect these changes (federal requirement - TIP and STIP must be identical).

She added that these amendments also include the addition of Wake Transit Funding and the addition of the LAPP FFY2021 Investment Program.

She disclosed that this will be open for public review and comment from February 14-March 15, 2020 and that a Public Hearing is scheduled for the March 18, 2020 Executive Board meeting.

Alternate Luana Deans posed a question regarding FY20 CMAQ projects that have not been programmed. Ms. Vetter responded that FY2020 CMAQ projects have been programmed in the CAMPO TIP and Staff is working on programming funding in the STIP.

The FY2018-2027 Transportation Improvement Program Amendment #11 Report received as information.

5.3 Federal Rescission and Prior Year LAPP Projects Update

Gretchen Vetter, CAMPO Staff

Requested Action: Consider recommending to allow Town of Apex Lake Pine Drive Improvements and Town of Angier NC 210 Sidewalk Connections prior year LAPP projects to continue with LAPP funding.

Attachments: [Staff Report](#)
[March 2020 TCC Prior Projects Report](#)

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

Ms. Vetter stated that the SPOT project suspension list has not been updated since November 2019 and reiterated there are actual and potential delays for LAPP projects due to deferred reimbursement. A full list was provided in an additional handout.

Due to the impending Federal rescission (which has now been cancelled), Ms. Vetter reviewed that at the August 21, 2019 Executive Board Meeting, the Executive Board made the following determination for outstanding LAPP projects:

Prior Year Project Determination

- *FFY2019 projects have until the end of FFY2020 to request funding authorization.*
- *FFY2018 and prior year projects have until the end of the first quarter of FFY2020 (December 31, 2019) to request funding authorization.*
- *Projects that do not reach their respective deadlines must have Executive Board approval to request funding authorization; otherwise, the project will be deprogrammed.*

She added that future funding implications will be contingent on rescission implementation, prior year project liability, additional funding requests, and future programming. Ms. Vetter indicated that there would be additional follow up in March.

Ms. Vetter provided information for unobligated prior year LAPP projects that been previously shared with both the TCC and Executive Board.

Ms. Vetter reported that there are currently two outstanding LAPP project that will be requesting permission to request construction funding authorization. These are:

1) Town of Apex Lake Pine Drive Improvements

- *FFY2015*
- *\$538,153 STBGDA*

Ms. Vetter explained that the major delays for this project were due to issues with a ROW Acquisition problem which began in July of 2017 with the National Park Service and NC Parks to obtain a ROW Certification. The ROW needed encroached on existing land designated as "conservation land". The Town of Apex needed to offset the needed ROW in order to keep designated conservation land the same size. The ROW Certification required sign off by National Park Service and NC Parks.

2) Town of Angier NC 210 Sidewalk Connections

- *FFY2017*
- *\$356,680 STBGDA*
- *Major delays due to multiple issues:*

Ms. Vetter stated that the issues for this project were caused to administrative delays, which included delayed plan review (consultant submitted plans via email, rather than through NCDOT website). Right of Way activities added to the scope of work. The

Town of Angier needed to wait for an updated supplemental agreement to be executed before bidding for a ROW consultant could begin. Additionally, Storm Drainage (flooding) Alternatives Analysis and Utility Relocation Alternatives Analysis occurred during the ROW phase.

A motion was made by Member Michael Clark, seconded by Alternate Paul Black to recommend to the Executive Board that the Town of Apex Lake Pine Drive Improvements and Town of Angier NC 210 Sidewalk Connections prior year LAPP projects be allowed to continue with LAPP funding. The motion passed by unanimous vote.

5.4 FY2021 Locally Administered Projects Program Investment Mix

Gretchen Vetter, CAMPO Staff

Requested Action: Recommend approval of Draft FFY2021 LAPP Investment Mix.

Attachments: [Staff Report](#)

[LAPP FY2021 Recommended Investment Mix](#)

[LAPP Selection Panel Meeting Overview](#)

[FY2021 Locally Administered Projects Program Public Comment](#)

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

Ms. Vetter reviewed that in August 2019, the NC Capital Area MPO's Executive Board opened a call for projects to identify and program available FFY 2021 Locally Administered Projects Program (LAPP) funds. The call for projects resulted in submission of 39 eligible projects for consideration. The Executive Board also approved a target modal investment mix of 65 percent roadway, 27 percent bicycle & pedestrian, and 8 percent transit to help guide development of a recommended FFY 2021 investment program totaling \$25 million, including CMAQ. Projects were reviewed for funding eligibility and scored based on the adopted LAPP prioritization criteria by CAMPO staff.

Ms. Vetter reviewed the project selection process steps:

- Staff seeks applicant clarification only to confirm eligibility and clarify project details
- Eligibility Concerns: Federal Aid Eligible, MTP Compliant, Shovel Ready, etc.
- Administrative Concerns: Reasonable Schedule, Required Materials, etc.

LAPP Selection Committee discusses evaluation philosophy, including:

- Serving as an external reasonable check.
- Raising questions: Has the applicant covered their bases?
- Recommending approaches to implementation to improve the outcomes.
- LAPP Selection Committee reviews eligible FFY 2021 LAPP project submissions.

All projects are expected to score at least 50% of the points awarded to the top-scoring project in each mode. If a project does not, Selection Committee determines if the project should be funded or if the funds from that modal mix element should be reallocated to another modal mix element to fund higher-scoring projects.

Ms. Vetter reviewed the recommended LAPP projects for FFY2021, which included fully funding the top four roadway, bike/ped, and transit projects and partially funding the fifth scoring transit project. The Selection Panel's recommended investment mix ended up as 69% roadway, 21% bike/ped, and 10% transit. Additional information on the Selection Panel's process in determining their recommended mix was included in a write-up in the attachments for the item.

The Selection Panel recommended fully-funding the top four roadway projects submitted: Town of Rolesville's Burlington Mills Road Realignment, The City of Raleigh's Old Wake Forest Road – North, Town of Holly Springs Holly Springs Road - Phase II, and Wendell Boulevard Wendell Falls Parkway Intersection Project. This totals \$17,223,248.

The Selection Panel then recommended fully funding the top four bike/ped projects: Town of Apex West Chatham Street Sidewalk, Town of Rolesville Main Street Corridor Improvements, Town of Wendell Wendell Boulevard Sidewalk Project, and Town of Holly

Springs Avenet Ferry Road Sidewalk Connectors, totaling \$5,159,401.

The Selection Panel recommended to fully fund the top four transit projects and offer \$787,737 as partial funding to the fifth-scoring transit project in that mode. The projects recommended for funding in order are: GoApex Route 1 Bus Stop Improvements, GoTriangle Bus on shoulder on I540 and I40, Go Cary 3 Sidewalk Connections to GoCary Transit Service, GoTriangle Improvements at 13 bus stops, and GoRaleigh Enhanced Transfer Points (6 site locations), totaling \$2,617,351.

Ms. Vetter confirmed that the draft FFY 2021 LAPP Investment Program posted January 17, 2020 through February 16, 2020. A public hearing has been scheduled for the February 19, 2020 Executive Board meeting.

Member Tim Gardiner noted that he thought the Selection Panel write-up was helpful to understand the thought process behind the recommended investment program.

A motion was made by Member Danny Johnson, seconded by Vice Chair Eric Lamb to recommend the FY2021 Locally Administered Projects Program Investment Mix to the Executive Board. The motion passed by unanimous vote.

5.5 Unified Planning Work Program & MPO Self-Certification FY 2021

Shelby Powell, MPO Staff

Requested Action: Recommend the Executive Board adopt the FY 21 UPWP and MPO Self-Certification.

Attachments: [Staff Report](#)
[Special Study Budget Without NCDOT SPR Funding](#)
[FY-21-DRAFT-UPWP_working_draft_3-FEB2020-WEB](#)
[Resolution of UPWP Adoption](#)
[Resolution of Self-Certification of Planning Process Adoption](#)

CAMPO Deputy Director Shelby Powell reported on this item.

Ms. Powell 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 21. These include the completion of the update of the Northeast Area Study, the completion of the Triangle Bikeway Implementation Plan, and Wake Transit-specific projects for developing better online visualization for Wake Transit implementation projects for the website and completing the update to the Wake Transit Vision Plan.

Ms. Powell stated that new studies to begin in FY 2021 are proposed to include a regional Bus on Shoulder study for the Triangle region, a US 401 Corridor Study in southern Wake and northern Harnett Counties, the Western Wake ITS study to develop a guidebook to coordinate implementation of coordinated signal systems and ITS infrastructure, and Phase II of the Fayetteville-Raleigh Rail Corridor Study. The UPWP also includes funding to update the MPO's Strategic Plan in anticipation of MPO boundary and membership changes resulting from the 2020 Census. Several studies included here will depend on outside funding from partner agencies.

Ms. Powell announced that there are two current issues, State Planning Funding and Indirect Costs.

State Planning Funding:

- *FY 21 Draft UPWP included assumption of \$225,000 in SPR funds to assist with special studies*
- *NCDOT has indicated the state match for those funds is no longer available to large MPO areas*
- *In order to deliver planned work program, we need to increase the UPWP budget by \$225,000 in FY 21 by ~ \$159,000 for Special Studies*
- *Potential slight member share increase*

She indicated that specific information was available in the handout provided at the meeting. She noted that the Integrated Mobility Division at NCDOT was able to allocate some non-federal planning funds to the Bus on Shoulder Study, so the MPO's funding for that study would not need to increase. CAMPO staff will continue to work with NCDOT and other funding partners to figure out exactly how to get the anticipated FY 21 studies funded so that the work program can be delivered. She stated that it is still important for the state to partner with the MPO on these studies that have statewide impact, and she is hopeful that we will find a way to make that happen.

Indirect Costs:

Ms. Powell explained that currently the City of Raleigh as CAMPO's Lead Planning Agency (LPA) allocates central service costs to the organization. Central services included in indirect costs include employee benefits, insurance and bonds, city attorney and manager, vehicle fleet, payroll, city council and more. By far the largest percentage of this total charge is Information Technology (IT). Ms. Powell stated that CAMPO staff was directed by the Executive Board to look at options for budgeting for indirect costs in the future. In 2014 the Executive Board enacted a cap on indirect expenditures, which kept the indirect costs paid to the City at \$100,000 through FY 2018. The cap was waived in FY 2019 and the MPO paid \$160,668 that year in indirect. Similarly, in FY 20 the cap was waived and the MPO estimates we will pay \$179,000 this year. The current indirect cost estimate for FY 21 is \$224,844.

Ms. Powell presented three options for budgeting for indirect costs for FY 21 and into the future.

Option 1: Keep \$100,000 cap in place; make annual decisions about waiving.

Option 2: (CAMPO Staff recommendation) Adjust cap to keep pace with average growth of indirect costs.

- a. Verify indirect cost plan applicability to CAMPO.
- b. Use the last 5 years of actual indirect cost to come up with a predictive growth rate average. Apply percentage growth average to previous year.
- c. If the amount is lower than anticipated using this method, no action is needed by the Executive Board. If the value is higher, staff would ask for permission from Executive Board to move forward.

Option 3: Pay indirect as calculated by City of Raleigh-Approve amount of cost allocation plan as prepared by LPA, City of Raleigh, as calculated in annual indirect cost plan.

Ms. Powell reiterated that Option 2 is recommended by staff, and then asked for other possible options and/or feedback.

Member John Hodges-Copple asked what the indirect cost was based on, if it were possible to break the IT portion into smaller sections and to solicit independent vendors for these individual areas. CAMPO Executive Director Chris Lukasina responded that the current system was easier to manage, but ultimately the decision was up to the Executive Board. CAMPO staff has had discussions with the City of Raleigh and Chairs about this issue, and continues to look for options to address this large cost. If the Census results yield potential boundary expansions, additional talks with the LPA would be productive to obtain a more defined agreement for what is and is not covered. He added that the cost allocation plan currently in place is a 'hodge-podge', with some charges more specifically spelled out than others, and that certain charges can fluctuate from year to year. Mr. Lukasina stated that the GIS is the biggest issue and that some services being charged for may not be applicable to MPO's, but that the City of Raleigh has attempted to work with them in the past. He reminded all that if the Executive Board takes no action, the default will be the \$100,000 cap, which is why in the interest of fairness, CAMPO is recommending Option 2.

Member Ben Howell inquired about the discrepancy of payment in the past and asked if it has caused issue. Mr. Lukasina stated that none had occurred to date, but that it is possible it could have negative impacts in the future.

Member Tracy Stephenson commented that he felt choosing selective IT services should be an option, not to pay for services that are not being utilized or needed, that decision making ability should be available. Mr. Lukasina responded they have worked with City of Raleigh in the past to recalculate costs which has been to the MPO's benefit, and each year MPO staff closely evaluates the indirect cost plan to ensure we are not being charged for items that we do not use or do not have access to. He added that charging 'a la carte' would be a complicated procedure.

Alternate Jay Heikes asked if staff had considered looking at methods that tie indirect expense to average inflation or consumer price index. Mr. Lukasina said that they had considered a CPI based option, but after working with CAMPO Financial Officer Lisa Blackburn they decided it was the most convoluted option, so did not present it. Ms. Blackburn noted that the data could not be scrubbed well enough and was not available in enough detail to make it a meaningful comparison to predict indirect costs. Mr. Lukasina also noted that a broad index like Consumer Price Index did not necessarily match up with the ebbs and flows of MPO work, noting that things like increasing staff for Wake Transit responsibilities was indifferent to rises or falls in CPI. Member Tim Gardiner suggested using the cap mentality for increasing staff and inflation when deciding how much to contribute.

Ms. Powell concluded by stating that the draft FY 2021 UPWP and MPO Self-Certification will be open for public comment from January 17, 2020 through February 16, 2020, and that a public hearing is scheduled for the February 19, 2020 Executive Board meeting.

Jay Heikes asked if the funding issue on the Bus on Shoulder study was resolved. Ms. Powell answered yes, that NCDOT has committed funding for the study that was not federal and thus did not have the local match issues that using SPR funding would have.

Alternate Paul Black asked about the possibility of consolidating MPO's UPWP categories. Mr. Lukasina answered that a common format is the goal of NCDOT, and that it was not necessary to put money in task codes every year, but that frequently the MPO does put funding in various task codes to be able to deal with issues that crop up. MPO does put funding in various task codes to be able to deal with issues that crop up. CAMPO will continue to work with other MPO's across the state on this issue.

A motion was made by Member Ben Howell, seconded by Alternate Erin Klinger to recommend the Executive Board adopt the MPO Self-Certification and adopt the FY 21 UPWP, including additional STBG-DA and Local Match funding, but direct staff to continue working toward resolution with NCDOT re: state funding partnerships. The motion passed by unanimous vote.

5.6 Prioritization 6.0 Modal Candidate Project Lists

Alex Rickard, MPO Staff

Requested Action: Recommend the Executive Board release the Prioritization 6.0 candidate project lists for public review and comment beginning February 20th and ending April 12, 2020, with a public hearing to be conducted at the April 15, 2020 Executive Board meeting.

Attachments: [Staff Report](#)
[SPOT 6 Candidate Project List](#)

CAMPO Executive Director Chris Lukasina reported on this item.

Mr. Lukasina reported that CAMPO staff and the TIP/SPOT subcommittee have developed the attached lists of candidate projects for Prioritization 6.0 (SPOT 6). He explained that these projects, along with the existing projects in the SPOT database, will be given technical scores by NCDOT and be eligible for local input points from the MPO next spring. Mr. Lukasina reviewed the process for project selection:

2023-2032 TIP/STIP Development

SPOT Actions - MPOs

- 1. Select Projects to Submit for Scoring
(44 projects per mode)*
- 2. Assign Local Input points
Regional Impact Points (2500 pts)
Division Needs Points (2500 pts)*
- 3. Adopt TIP*

Mr. Lukasina explained that SPOT is a quantitative, needs-based approach to identifying statewide transportation needs, and is the first step towards developing a fiscally constrained State Transportation Improvement Program (STIP) and NCDOT's 5/10 year Work Programs. Mr. Lukasina explained that each MPO submits candidate projects for consideration in the STIP, and that projects are scored by NCDOT. Following the scoring, each MPO is asked to assign priority points to projects in the region.

Mr. Lukasina said all this information would be available on our website. He referred to the handout available before the meeting, and provided a link for additional information:

- <https://www.ncdot.gov/strategictransportationinvestments/>*

Mr. Lukasina then reviewed how STI works through Statewide Mobility, Regional Impact and Division Needs, and provided a final prioritization schedule update, which included timelines and key dates.

Mr. Lukasina explained that next steps will include remaining subcommittee meetings on February 25 and March 17, 2020, which will include further refinement of project submittals and model runs utilizing the Triangle Regional Model (TRM) for fixed guideway ridership. He stated that the Executive Board is slated to approve the project lists for public review and comment at their February 19th meeting and that there could be additional project list adjustments between now and April. It is anticipated that the Executive Board will hold a Public Hearing and approve the final Project lists for submittal at their meeting on April 15th. CAMPO must submit projects in the SPOT online system by May 1st.

Mr. Lukasina provided a P6 Project Status update for Bicycle and Pedestrian, Rail,

Roadway and Transit. This included the following information:

Bicycle & Pedestrian

- 2 Carry Over projects – Clayton/Division 4*
- 31 New Projects Submitted*
- 9 November Submissions*
- 4 Projects pulled from SPOT 5 Bike/Ped List*

Rail

- 4 Carry Over projects*
- Beryl Road Extension*
- Vandora Springs Rd grade separation*
- Shotwell Road grade separation*
- SW Maynard Rd grade separation*

Roadway CAMPO Spot Review

CAMPO can submit 44 additional roadway projects. The following information is considered when creating the initial projects list:

- STIP-funded projects prior to 2025 and*
- Existing SPOT database projects*
- MTP projects (SPOT requirement)*
 - Delay, Travel Time, Socio-Economic growth trend metrics used as basis for comparing projects*

- E+C Delay/Lane Mile*
- 1st Decade Delay/Lane Mile*
- 2nd Decade Delay/Lane Mile*
- Network Connectivity*
- Interchanges/Operational Improvements*
- ITS Projects*

This results in a list of 44+ recommended submittals. MPO staff will coordinate with NCDOT Divisions to ensure maximum submittal of CAMPO projects.

Roadway

- 12 Carry Over projects*
- Statewide Mobility*
 - NC 540, US 1 / NC 55, Managed Motorways*
- Regional Impact*
 - NC 55, NC 210, US 401, US 70 Bus, Apex ITS, Raleigh ITS*
- Division Needs*
 - Cleveland Rd, Cleveland Rd Connector*

Transit

- 1 Carry Over project*
 - Triangle Town Center (Transit Center & 150 space Park and Ride)*
- 20 New Projects Submitted from Providers*
- Fixed Guideway Projects will be refined prior to April TCC/Executive Board meetings*

Member Shannon Cox noted that the Davis Drive project was not currently on the projects list. She asked what the status is of considering it, and whether the Town of Apex should submit the request to include it as an official comment. Mr. Lukasina responded that CAMPO will follow up on this and that it is very likely that analysis is already in process.

Alternate Jay Heikes inquired about specific routing related to modelling. For example, with regards to such projects as Park and Rides, whether there is an ability to tweak from where the routes radiate. Mr. Lukasina said that would need to be included in the project analysis phase but that all of the data for analysis comes from transit providers.

Mr. Lukasina restated that the Prioritization 6.0 candidate project lists will be open for public review and comment from February 20 - April 12, 2020, and that a Public Hearing is set for April 15, 2020, along with a request for Executive Board Project List Approval on the same date. The deadline for submittal to NCDOT is May 1, 2020.

This Informational Report was recommended for approval to the Executive Board.

5.7

CAMPO Bonus Allocation Methodology

Alex Rickard, MPO Staff

Requested Action: Review methodology and proposed projects lists, recommend the Executive Board release the methodology along with the proposed project list for public review and comment beginning February 20th and ending April 12, 2020, with a public hearing to be conducted at the April 15, 2020 Executive Board meeting.

Attachments: [Staff Report](#)

CAMPO Executive Director Chris Lukasina reported on this item.

Mr. Lukasina stated that the Strategic Transportation Investments law (STI) creates incentives for local government participation of funding and tolling of highways by establishing “bonus allocation” funding. Bonus allocation funding is provided to an MPO when either local funding is provided for a highway project or tolling is enacted.

He stated that CAMPO had received a an official letter from NCDOT regarding the Bonus Allocation for NC 540 and is available if anyone would like a copy.

Mr. Lukasina provided a review of the bonus allocation provision in the STI law, the adopted guiding principles, the proposed methodology for selecting transportation projects for programming with STI bonus allocation funds, and the draft list of projects recommended for programing with NC 540 bonus allocation funds based on the proposed methodology.

Mr. Lukasina reported that the STI law provides Bonus Allocation funding for:

-Local funding participation

- -½ value of local contribution*

-Highway Tolling

- -½ value of toll revenue bonds*
- -½ forecasted revenue for the first 10 years –operation costs*
- -\$100 Million per project max and must be programmed within toll county*

Mr. Lukasina reviewed the Programming Caps, which include the clauses that these projects 1) Must obligate funds within five years of activating the project (July 2019) and 2) be used on highway or highway-related projects only.

Mr. Lukasina then addressed the NC 540 project, which has a \$100,000,000 Bonus Allocation and must be programmed in 2020-2024. This encompasses R-2721: NC 540 fr/ NC 55 to US 401 and R-2828: NC 540 from US 401 to I-40.

Mr. Lukasina provided a brief overview of the guiding principles adopted by the Executive Board, which are: inclusion in the Metropolitan Transportation Plan (MTP), logical nexus to generating source of Bonus Allocation Funds, recognition of funding challenges with strategic transportation investment law, and recognition of funding opportunities with strategic transportation Investment law.

He explained that local contribution incorporates the idea that the MPO works with the contributing local government to determine existing MTP projects suitable for programming with Bonus Allocation funds. The MPO Executive Board approves all bonus allocation funding in the Transportation Improvement Program (TIP).

Mr. Lukasina stated that the draft methodology for analyzing projects for Bonus Allocation includes three phases:

- 1) Identification of a project selection study area and project analysis through the adopted travel demand model, the Triangle Regional Model (TRM),*
- 2) Analyze intersection and operational improvements using congestion data, and,*
- 3) Travel times savings and cost/benefit analysis of top candidates through microsimulation modeling (Transmodeler).*

Alternate Jay Heikes asked whether the programming limitations of 10 percent applies to each level – Division and Regional - needs. Mr. Lukasina answered in the affirmative, but that the Executive Board has indicated they want to maximize investment at the Division Level. Mr. Heikes then asked about highway related projects and whether improvements such as park and ride lots could be incorporated into an interchange project. Mr. Lukasina said it was dependent on what interpretation is made and that we are only the second bonus allocation and will be watched closely for setting precedent. The park and ride lots example may not be considered highway related.

Mr. Lukasina stated that Bonus Allocation Methodology and proposed project lists will be open for public review and comment from February 20 to April 12, 2020, and that a Public Hearing is set for April 15, 2020, along with a request for Executive Board Project List Approval on the same date.

A motion was made by Member Ben Howell, seconded by Member Shannon Cox to recommend the Executive Board release the CAMPO Bonus Allocation Methodology, along with the proposed project list for public review and comment beginning February 20th and ending April 12, 2020, with a public hearing to be conducted at the April 15, 2020 Executive Board meeting. The motion passed by unanimous vote.

5.8 Amendment #1 to the 2018 Updated Raleigh Urbanized Area and Wake County Locally Coordinated Human Services Public Transportation Plan including the creation of the Mobility Coordination Committee

Crystal Odum, MPO Staff

Requested Action: Consider recommending the Executive Board approve the amended 2018 Updated Raleigh Urbanized Area and Wake County Coordinated Public Transit-Human Services Transportation Plan including the creation of the MCC to oversee the implementation of recommendations of the plan.

Attachments: [Staff Report](#)

[Final DRAFT Amendment #1 - 2018 Updated Wake County Raleigh Coordinated PT-HS Transportation Plan](#)
[Public Comment 02.2020 on Coordinated Human Services Public Transportation Plan ATTACH C](#)

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

Ms. Odum reported that the 2018 Updated Raleigh Urbanized Area Coordinated Human Services Public Transportation Plan is a federally required plan that sets regional priorities for transportation investments and initiatives for human services and public transit coordination guiding funding and service development for transportation projects supporting elderly, disabled and low-income individuals. Ms. Odum reported that the scope of the plan covers Wake County and the entirety of the Raleigh Urbanized Area and serves as the official plan that informs the distribution of federal Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) funding throughout the Raleigh Urbanized Area.

She stated that this plan was completed in 2018 to serve as the federally required update to the 2013 Locally Coordinated Human Services Public Transportation Plan, and that the 2018 updated plan (adopted in February 2019) is being amended to make administrative revisions that include:

- A name-change from the Locally Coordinated Human Services Public Transportation Plan to the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) to be consistent with the Federal Transit Administration's terminology;
- Clarification of recommended Roles and Responsibilities;
- Clarification of reporting structure; and a
- Timeline modification for implementation of the Mobility Management Program

Staff presented an overview of the committee to the TCC and Executive Board at the November meetings and received direction to expedite the mobility management program, moving it from the medium term (2023-2025) to the short term (2019-2022) timeframe. Key changes of the draft amended plan are reflected in the updated Implementation Chart, Figure 6.1, on page 6.3 of the draft plan.

Ms. Odum explained that one of the recommendations of the Plan is to formalize the Coordinated Plan Working Group to establish a Mobility Coordination Committee (MCC) and to assign this group responsibility for implementing recommendations identified in the plan. She added that the MCC, staffed by the MPO, will make recommendations to the TPAC and the MPO regarding the goals and recommendations contained in the plan. The amendment clarifies the roles and responsibilities and reporting structures and allows for the MCC to be formally created.

Amendment #1 to the CPT-HSTP was shared with multiple stakeholders for review and posted for a 30-day public comment period running from January 17th through February 16th. No comments were received at the time of the TCC meeting.

Ms. Odum shared that the MCC has several accomplishments that include developing its membership, informal organizational and meeting structures, creating a working timeline or DRAFT "Recommended Implementation Strategy Schedule" based on coordinated work on the recommendations outlined in the regional CPT-HST plan, amending the plan, developing a regional ADA map to identify gaps in service and working on the methodology to address the ADA gaps, and inviting human service stakeholders to participate in the committee to further transportation coordination.

She stated the MCC members have begun to reach out to other committees and program coordinators to coordinate services and funding opportunities. The committee is continuing work to complete plan recommendations and is being used as a think tank to generate more ideas for transportation coordination.

A motion was made by Alternate Paul Black, seconded by Member Jay Sikes to recommend the Executive Board approve the amended 2018 Updated Raleigh Urbanized Area and Wake County Coordinated Public Transit-Human Services Transportation Plan, including the creation of the MCC to oversee the implementation of recommendations of the plan. The motion passed by unanimous vote.

5.9

FY 2020 Wake Transit Work Plan - 3rd Quarter Amendments

Bret Martin, MPO Staff

Requested Action: Approve the FY 2020 Wake Transit Work Plan 3rd quarter amendment requests.

Attachments: [Staff Report](#)
[TPAC FY 2020 3rd Quarter Amendment Packet](#)

Mr. Bret Martin, CAMPO Staff reported on this item.

Mr. Martin reported that six (6) FY 2020 Wake Transit Work Plan amendment requests were submitted for the 3rd quarter of the fiscal year. Of the six (6) amendment requests, five (5) were recommended for approval by the Wake County Transit Planning Advisory Committee (TPAC) at its January 15th regular meeting, while one (1) was tabled for further consideration at the TPAC's February regular meeting. The five (5) requests that were recommended for approval were presented today. The tabled request is anticipated to be considered by the Executive Board at their regular March meeting.

Mr. Martin stated that the five (5) current requests under consideration all fall into the 'Major Amendment' category and include:

- Advancing I-540 Bus on Shoulder Improvements from their original programmed year in FY 2022 to FY 2020 and increasing the budget from \$43,264 to \$156,000
- Early Project Development for Commuter Rail - \$6M from funds set aside in reserve (no financial impact)
- Addition of three (3) separate implementation elements for project development/final design for each of the western, southern, and northern bus rapid transit (BRT) corridors, which disaggregates a Work Plan project and corresponding funding allocation that combined all three (3) of the corridors, and
- Change in scope to GoRaleigh Route 20/20L: Garner to increase frequency.

Mr. Martin provided additional details for GoTriangle's I-540 Bus Shoulder Improvements request, which involves accelerating the project from FY 22 to FY 20 and increasing the budget from approximately \$43K to \$156K. The scope of the improvements includes a signage plan, fabrication and installation of signage, and traffic management. The improvements would provide immediate travel time and reliability improvements for the NRX route. He added that if LAPP funding was awarded, the share from Wake Transit sources would be reduced to 20% of the requested amount.

Mr. Martin presented information regarding Project Development for Individual Bus Rapid Transit Corridors:

- \$20,368,545 in FY 20 Work Plan with condition to disaggregate before proceeding
- City of Raleigh requesting to disaggregate budgeted allocation into individual budget lines for Southern, Western, and Northern corridors
- \$6,539,515 for Southern
- \$8,289,515 for Western
- \$5,539,515 for Northern
- Scope of project includes preliminary design (30%) and NEPA, then final design, and FTA Small Starts coordination

Mr. Martin provided a summary for the Route 20/20L Garner Frequency Improvements, which has been allocated \$1,977,573 in the FY 20 Work Plan. The current scope for the

project involves an hourly service frequency. The City of Raleigh is requesting to modify the scope to increase frequency to 30 minutes with no requested change to budgeted amount. The amendment would effectively accelerate an implementation element that is currently programmed to occur in FY 24 to FY 20. This amendment request comes in response to user feedback re: lack of convenience with frequency and unidirectional service design.

The amendment requests were released for public comment on December 13, 2019. The public comment period closed on January 12, 2020.

Mr. Martin explained that the TPAC recommended approval of these amendment requests to the Executive Board 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. However, the amendment request for advancing I-540 bus on shoulder improvements was recommended for approval by the TPAC with the condition that if the project is funded through the Locally Administered Projects Program (LAPP), the Wake Transit share of funding would be reduced to 20 percent of the reflected cost. He added that more detailed correspondence on the amendment requests was provided to the TPAC for its consideration and is included as Attachment 1.

A motion was made by Member Ben Howell, seconded by Member Shannon Cox to recommending approval of the FY 2020 Wake Transit Work Plan 3rd quarter amendment requests to the Executive Board. The motion passed by unanimous vote.

5.10 FY 2021 Draft Wake Transit Work Plan

Bret Martin, CAMPO Staff

Requested Action: Receive as information**Attachments:** [Staff Report](#)[FY 2021 Draft Wake Transit Work Plan - Public Release Draft](#)*Mr. Bret Martin, CAMPO Staff reported on this item.*

Mr. Martin stated that at its January 15, 2020, regular meeting, the Wake County Transit Planning Advisory Committee (TPAC) released an FY 2021 Draft Wake Transit Work Plan to be reviewable for agency and public review and comment through February 29, 2020 (a minimum 30-day public and agency comment period). He said that following the February 29th public comment period deadline, the TPAC is scheduled to finalize a recommended FY 2021 Wake Transit Work Plan at its April 22nd 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*
- 5) Capital and operating funding agreements that support and are supported by the annual budgets*

Mr. Martin provided high-level details of the FY 2021 Wake Transit Work Plan and reminded all that the document was provided as Attachment A. Mr. Martin then reviewed FY 21 Proposed Revenues and Expenditures, which total \$150.3 million dollars.

Revenue Source:

<i>Half-Cent Local Option Sales Tax</i>	<i>\$99.3 million</i>
<i>Vehicle Rental Tax</i>	<i>\$4.5 million</i>
<i>\$7 Vehicle Registration Tax</i>	<i>\$6.8 million</i>
<i>\$3 Vehicle Registration Tax</i>	<i>\$2.9 million</i>
<i>Other (Federal, State, Fares, Debt Proceeds, Transit Provider Contributions, Allocation from Capital Fund Balance)</i>	<i>\$36.8 million</i>

Expenditure Category:

<i>Bus Rapid Transit</i>	<i>\$71.6 million</i>
<i>Bus Infrastructure</i>	<i>\$37.1 million</i>
<i>Bus Operations</i>	<i>\$23.7 million</i>
<i>Vehicle Acquisition</i>	<i>\$9.9 million</i>
<i>Transit Plan Administration</i>	<i>\$4.0 million</i>
<i>Debt Service</i>	<i>\$2.7 million</i>
<i>Capital Planning</i>	<i>\$0.8 million</i>
<i>Tax District Administration</i>	<i>\$0.5 million</i>

Mr. Martin provided further information for other improvements such as bus service expansion for GoRaleigh, which includes the Glenwood Route Package, allowing for high frequency service between Downtown and Duraleigh Road, and less frequent service between Duraleigh Road and Brier Creek. Another improvement is to Route 21 Caraleigh (South Raleigh), whose existing capacity is overloaded. Improvements include increased off-peak frequency and expanded span of service.

Bus Service Expansion for GoTriangle encompasses Route 305 (Apex - Raleigh) Improvements, which include converting from peak only to all-day service, adding weekend service, 30-minute frequency during peak and 60-minute frequency during off-peak hours.

Mr. Martin briefly reviewed Supporting Capital Investments, and stated there is a lot of involvement in this area. Examples given were GoRaleigh vehicles, systemwide bus stop improvements, land acquisition and design for GoRaleigh/GoWake Paratransit Maintenance/Ops Facility, construction for GoCary Maintenance/Ops Facility, Park-and-Ride improvements and design/land acquisition for new Park-and-Rides, transfer point improvements and transit centers design.

Mr. Martin provided an overview of the High Capacity Corridor Investments, as reflected in the draft work plan:

- FY 21 - Allocates Funding to Complete New Bern BRT
- FY 21 - Continued Project Development/Final Design Support for Remaining BRT Corridors
- Cost and Schedule Feasibility Results from Vision Plan Update Process and Alternatives Analysis/Project Development Incorporated into Draft Work Plan
- BRT and CRT Costs and Schedules Updated

He added that there is no new investment reflected in the work plan for Commuter Rail because GoTriangle is still working from an allocation set aside in prior fiscal years.

Mr. Martin reviewed the proposed Public Engagement plans, which include distributing materials online and in-person and 5 pop-up events. He concluded with information for how to comment on the draft work plan and provided website and social media links for further information.

The FY 2021 Draft Wake Transit Work Plan Report was received as information.

6. Informational Item: Budget

6.1

Operating Budget - FY 2020
Lisa Blackburn, MPO Staff

Requested Action: Receive as information.

Attachments: [FY 20 Projected Budget QTR 2](#)

The Operating Budget Report was included in the agenda packet.

The Operating Budget Report was received as information.

- 6.2** **Member Shares FY 2020**
Lisa Blackburn, MPO Staff
Requested Action: Receive as Information

Attachments: [FY 20 Projected Member Dues QTR 2](#)

The Member Shares Report was included in the agenda packet.

The Member Shares Report was received as information.

7. Informational Item: Project Updates

- 7.1** Project Updates February 2020 TCC

Requested Action: Receive as information.

Attachments: [TCC Project Updates Feb 2020](#)

The Project Updates were included in the agenda packet.

The Project Updates item was received as information.

- 7.2** **Public Engagement Updates**
Bonnie Parker, MPO Staff

Requested Action: Receive as information.

Attachments: [Public Engagement Updates Exec Board Feb 2020](#)

The Public Engagement Updates were included in the agenda packet.

The Public Engagement Updates item was received as information.

8. Informational Item: Staff Reports

MPO Executive Director Chris Luksasina stated that:

-The NCAMPO Conference will be held in Greenville, NC from April 22-24, 2020.

-The MPO 101 Training is February 21, 2020 at the CAMPO office. He asked everyone to encourage their elected officials to attend.

-The Community Viz Training is tomorrow, Friday February 7, 2020 at the GoTriangle office, and encouraged everyone to RSVP. Member John Hodges-Copple confirmed that attendance was possible even without an RSVP.

-N.C. Secretary of Transportation James Trogdon has resigned and current Secretary of the Department of Information Technology Eric Boyette is the interim replacement.

-Wake County schools are closing two hours early today due to inclement weather and tornado warning.

-The MPO was asked to provide a letter of support for NCDOT's INFRA grant proposal for Complete 540. If any other member agencies wish to provide a letter of support, NCDOT is asking for those by Feb 21, 2020. Also, if any member agencies are considering applying for INFRA grant funds for local projects and would like a letter of support from the MPO, please let us know as soon as possible so we can get that coordinated.

-He asked that if anyone still feels they are missing CAMPO emails to alert CAMPO staff.

TCC Chair – no report.

NCDOT Transportation Planning Division – no report.

NCDOT Division 4 – Member Jimmy Eatmon reported that they have a SPOT project drop in event February 11-13 at the Division 4 Office in Wilson..

NCDOT Division 5- Alternate Bob Deaton reported that they have a comment period open for SPOT projects until Feb. 28, and the drop-in event is Feb. 4-6 at Division 5 Durham Office.

NCDOT Division 6 – Alternate Darius Sturdivant reported that they have a SPOT project drop in event February 12-14 at the Division 6 Fayetteville Office.

NCDOT Rail Division – Member Neil Neal Perry introduced himself as the new representative and stated that his office is very busy with STI outreach and is also working on the S-Line project.

NC Turnpike Authority – absent.

NCDOT Bicycle & Pedestrian Planning Division – absent.

The Staff Reports item was received as information.

9. Adjournment

Chair Andes opened Public Comments. There were no members of the public present to speak. Chair Andes closed Public Comments.

Upcoming Meetings/Events

<i>Capital Area MPO TAC Meeting</i>	<i>February 19, 2020</i>
<i>One City Plaza</i>	<i>4:00 - 6:00</i>
<i>421 Fayetteville Street, Suite 203</i>	
<i>Raleigh, NC 27601</i>	

<i>MPO 101 Training</i>	<i>February 21, 2020</i>
<i>One City Plaza</i>	<i>8:30</i>
<i>421 Fayetteville Street, Suite 203</i>	

<i>Capital Area MPO TCC Meeting</i>	<i>March 5, 2020</i>
<i>One City Plaza</i>	<i>10:00 - 12:00</i>
<i>421 Fayetteville Street, Suite 203</i>	

<i>Capital Area MPO TAC Meeting</i>	<i>March 18, 2020</i>
<i>One City Plaza</i>	<i>4:00 - 6:00</i>
<i>421 Fayetteville Street, Suite 203</i>	
<i>Raleigh, NC 27601</i>	