

**MINUTES
WINSTON-SALEM URBAN AREA
TRANSPORTATION ADVISORY COMMITTEE (TAC)
FEBRUARY 21, 2013
4:15 P.M.
FIFTH FLOOR, PUBLIC MEETING ROOM,
BRYCE A. STUART MUNICIPAL BUILDING**

MEMBERS PRESENT:

Margaret Bessette, City-County Planning Board, TAC Secretary
Mark Baker, Commissioner, Forsyth County
Brent Rockett, Commissioner, Town of Bethania
Todd Yates, Commissioner, Davidson County
Dan Besse, Council Member, City of Winston-Salem, Vice Chairman
Walter Marshall, Commissioner, Forsyth County
Denise Adams, Council Member, City of Winston-Salem
John Bost, Mayor, Village of Clemmons
Derwin Montgomery, Council Member, City of Winston-Salem, Alternate
Allen Todd, Mayor, Town of Wallburg
Billy McHone, Mayor, Village of Tobaccolville
Dan Pugh, Mayor, Town of Lewisville
Kenneth Rethmeier, Mayor, Town of Bermuda Run
Randy Mendenhall, Council Member, Town of Walkertown
Terry Renegar, Commissioner, Davie County
Keith Hooker, Alderman, Town of Kernersville
Ralph Womble, NCDOT Board of Transportation

PRESIDING: Mayor Larry Williams, Town of Rural Hall, Chairman

STAFF PRESENT:

Bill Marley, FHWA
Diane Hampton, NCDOT
Andy Bailey, NCDOT
Wayne Davis, NCDOT
Scott Rhine, PART
Cary Gentry, FCOEAP
Greg Errett, WSDOT
Wendy Miller, WSDOT
Kevin Edwards, WSDOT
Matthew Burczyk, WSDOT
Ryan Newcomb, WSDOT
Russell Radford, Town of Kernersville

RECORDING SECRETARY: Laura Whitaker, WSDOT

OTHERS: Steve Jarvis, Commissioner, Davidson County
Russ DuBois, Creative corridors Coalition
Steve Hawryluk, City Budget Office

Larry Williams read the ethics awareness and conflict of interest reminder.

Larry Williams introduced new members Mark Baker, Terry Renegar and Keith Hooker.

1. Citizen Comments

No one signed up to speak.

Action Items

2. Consideration of the January 17, 2013 TAC Meeting Minutes

Presented by Chairman Larry Williams.

MOTION: Billy McHone moved approval of the minutes.

SECOND: Denise Adams

VOTE:

FOR: Unanimous

AGAINST: None

3. Consideration of an Amendment to the Current Federal Functional Classification Map for the Winston-Salem Urban Area MPO

Presented by Kevin Edwards.

- It has been confirmed by the FHWA Division Office of North Carolina that the I-74 (US 311) road segment has been completed to Interstate standards and meets a statutory requirement by connecting to existing Interstate-40 in Forsyth County and ultimately to Interstate 74 (US 220) in Randolph County.
- This includes the portion of Interstate 74 (US 311) within the Winston-Salem MPO, from Pine Meadow Drive (SR 2622) to Interstate 40.
- Therefore, NCDOT is proposing that Interstate 74 (US 311) be changed from a Freeway/Expressway to an Interstate.
- Changes to the functional classification will be used as a planning tool by the NCDOT and the Winston-Salem Urban Area MPO.
- Also, the reclassification will assist the NCDOT in maintaining the Interstate 74 (US 311) corridor at interstate standards, and will also be used for future funding eligibility purposes.

A discussion ensued regarding fund eligibility.

MOTION: Billy McHone moved approval.

SECOND: Randy Mendenhall

VOTE:

FOR: Unanimous

AGAINST: None

4. Consideration of Amendments to the Winston-Salem Urban Area MPO Fiscal Year 2012-2018 Metropolitan Transportation Improvement Program (MTIP):

a. Program Federal Transit Administration (FTA) Section 5307 Operating and Capital Assistance Funds for Transit Agencies

Presented by Greg Errett.

- Greg distributed a revised item 4a.
- Transit systems located in urbanized areas of more than 200,000 in population are eligible to use FTA Section 5307 funds for operating and capital assistance.
- The FTA has announced that the Winston-Salem Urban Area is eligible to receive a total of \$3,935,030 in Section 5307 funding for operating and capital assistance in Fiscal Year 2012-2013 for transit services.
- Historically, Section 5307 funds were used for only for capital assistance for the WSTA.
- Because WSTA maintains a system with 100 or fewer buses, the Moving Ahead for Progress for the 21st Century Act (MAP-21) has expanded the eligibility for these funds to also be used for operating assistance.
- Additionally, activities eligible under the Job Access Reverse Commute (JARC) program, which provides for job access for low-income individuals, are also now an eligible activity for these funds.
- Typically, about \$55,000 in JARC funding has been allocated to those eligible agencies and another \$166,158 to WSTA.
- In order to continue to provide the financial support to WSTA and JARC agencies, staff recommends that the Section 5307 funds be distributed to WSTA in the amount of \$3,880,030 and \$55,000 to JARC agencies.
- In order for WSTA and JARC agencies to receive and allocate the Section 5307 funds, the 2012-2018 MTIP must be amended to include operating and capital assistance for WSTA and JARC agencies funded from the 5307 funds totaling \$3,935,030.

Denise Adams requested last year's amounts.

MOTION: Dan Pugh moved approval.

SECOND: Denise Adams

VOTE:

FOR: Unanimous

AGAINST: None

b. Program STP-DA Funds for the Piedmont Authority for Regional Transportation (PART) to Maintain their Express Program

Presented by Greg Errett.

- PART requests STP-DA funds to cover preventative maintenance costs in Fiscal Years 2014 and 2015 to support the service it provides to users in the Winston-Salem Urbanized Area.
- PART is requesting \$325,000 in FY 2014 and \$325,000 in FY 2015 in capital funding to be programmed for preventative maintenance.

- PART is requesting these funds because it recognizes that although they are eligible to receive allocations of Federal Transit Administration (FTA) Section 5307 funds, those funds are limited and are currently being used in the local transit system with the WSTA and the agencies using Job Access and Reverse Commute (JARC) funds.
- STP-DA funds cannot be transferred to FTA and utilized for operations, but the eligibility to utilize these preventive maintenance funds for capital cost of contracting, maintenance of vehicles and park and ride facilities will be greatly appreciated to help PART establish a more stable financial outlook for the upcoming years to maintain the PART Express program.

MOTION: Kenneth Rethmeier moved approval.

SECOND: Denise Adams

VOTE:

FOR: Unanimous

ABSTAIN: Allen Todd

c. Add STP-DA Funds to the Martin Luther King, Jr. Drive Sidewalk over Business 40

Presented by Matthew Burczyk.

- On September 20, 2012, the TAC approved the allocation of \$28,000 in STP-DA funds for the Martin Luther King, Jr. Drive sidewalk project to install sidewalk on the east side of the bridge over Business 40.
- The original project cost estimate was \$35,000, with NCDOT agreeing to cover the 20% match of \$7,000.
- After further design work, however, the project cost estimate has risen to \$56,000.
- As a result, a total of \$44,800 in STP-DA funds is needed, an increase of \$16,800 over the current allocation of \$28,000.
- NCDOT has agreed to cover the 20% match of \$11,200.

A discussion ensued regarding the adjustments to the project.

MOTION: Ralph Womble moved approval.

SECOND: Derwin Montgomery

VOTE:

FOR: Unanimous

AGAINST: None

d. Add STP-DA Funds to MTIP Project U-5512, Piney Grove Road Widening and Sidewalk in Kernersville

Presented by Greg Errett.

- In January 2008, the TAC approved the allocation of STP-DA funds for Bicycle and Pedestrian Projects under U-4741 G for construction in Fiscal Year 2008-2009.
- The project was to add wide outside lanes for bicycles on both sides and sidewalk on west side of Piney Grove Road from Nelson Street to North Main Street.

- In November 2009, response to the Town of Kernersville's request, the TAC approved the allocation of STP-DA funds for an Intersection Improvement Projects under U-4742 H for construction in Fiscal Year 2009-2010.
- The project was to widen Piney Grove Road from North Main Street to past Nelson Street for a southbound lane at North Main Street.
- Install sidewalk on the east side of Piney Grove Road and on the north side of Nelson Street. In February 2010, the TAC approved the allocation of additional STP-DA funds for the widening project to account for construction administration and preliminary engineering costs.
- In March 2012, the TAC approved amendments and modifications to the MTIP that included the combining of U-4741 G and U-4742 H to create one project, U-5512.
- Due to utility conflicts and a revised cost estimate, U-5512 is in need of additional STP-DA funds. The Town of Kernersville is requesting that an additional \$196,000 in STP-DA funds be allocated towards U-5512 in Fiscal Year 2012-2013.

MOTION: Dan Besse moved approval.

SECOND: Denise Adams

VOTE:

FOR: Unanimous

AGAINST: None

5. Consideration of a Memorandum of Agreement (MOA) with the Greensboro MPO for the Transfer of Planning Responsibility and Authority of the Portion of Winston-Salem UZA Located within the Guilford County Limits

Presented by Greg Errett.

- 23 USC 134 and Section 8 of the Federal Transit Act require that a MPO be designated for each urbanized area and that if necessary the boundaries of the MPO be expanded after each decennial Census to cover the Census defined Urbanized Area (UZA).
- As a result of the 2000 United States Census, portions of the Winston-Salem UZA went into western Guilford County for the first time.
- The Winston-Salem and Greensboro MPOs met and agreed on a new Metropolitan Area Boundary (MAB) map that kept the entire UZAs within each MPO.
- There was no transfer of planning responsibilities and no Memorandum of Agreement (MOA) at that time.
- Simply, the NCDOT Statewide Planning Branch reviewed the new MAB map and gave their approval.
- With the new 2010 United States Census, the Winston-Salem UZA expanded farther into Guilford County taking in very small portions of the Town of Oak Ridge.
- In 2012, the Winston-Salem and Greensboro MPOs developed and informally agreed on a new MAB map.
- The MPOs also agreed that the Winston-Salem MPO would not encroach into Guilford County and remain entirely in Forsyth County.
- The Greensboro UZA did not expand into Forsyth County and thus was not an issue.
- A MOA is needed between the Winston-Salem MPO and the Greensboro MPO to formally approve of the transfer of planning responsibility and authority of the portion of Winston-Salem UZA located within the Guilford County Limits.

MOTION: Billy McHone moved approval.

SECOND: Dan Besse

VOTE:

FOR: Unanimous

AGAINST: None

6. Consideration of a MOA with the High Point MPO for the Transfer of Planning Responsibility and Authority of the Portion of Winston-Salem Urbanized Area (UZA) Located within the Davidson County Limits

Presented by Greg Errett.

- 23 USC 134 and Section 8 of the Federal Transit Act require that a MPO be designated for each urbanized area and that if necessary the boundaries of the MPO be expanded after each decennial Census to cover the Census defined urbanized Area (UZA).
- As a result of the 2000 United States Census, portions of the Winston-Salem UZA went into northern Davidson County for the first time.
- The Winston-Salem and High Point MPOs met and agreed on a new Metropolitan Area Boundary (MAB) map that kept the entire UZAs within each MPO.
- There was no transfer of planning responsibilities and no Memorandum of Agreement (MOA) at that time.
- Simply, the NCDOT Statewide Planning Branch reviewed the new MAB map and gave their approval.
- With the new 2010 United States Census, the Winston-Salem UZA expanded farther south into Davidson County taking in the community of Welcome and most of the City of Lexington along the US 52 corridor.
- In 2012, the Winston-Salem, High Point and Cabarrus-Rowan MPOs developed and informally agreed on a new MAB map subject to the approval of the City of Lexington, the Davidson County Commission and the NCDOT.
- Those approvals were received and a new MAB for each MPO has been established.
- The MPOs agreed that the Winston-Salem MPO would only take in some additional area north of Welcome over to the Yadkin River, while the High Point MPO would expand greatly to take in Welcome, the entire City of Lexington, and the entire rest of Davidson County to the west and south, including the small portion of the Cabarrus-Rowan UZA.
- A MOA is needed between the Winston-Salem MPO and the High Point MPO to formally approve of the transfer of planning responsibility and authority of the portion of Winston-Salem UZA located within the Davidson County Limits.

Dan Besse requested that a map be included with similar items in the future.

MOTION: Billy McHone moved approval.

SECOND: Todd Yates

VOTE:

FOR: Unanimous

AGAINST: None

Information Items

7. Discussion of Draft Recommendations for the Distribution of Federal STP-DA Funds to the High Point MPO for their Acceptance of a Portion of the Winston-Salem Urbanized Area for Transportation Projects

Presented by Greg Errett.

- Options as presented in January:
 1. Do Nothing – 100% of available STP-DA funds stays in the Winston-Salem MPO boundary.
 2. Same as PL Funds Percentage – Provide the same % of STP-DA funds as PL funds (approximately 7.78%). For example, \$5.0 million of STP-DA funds for Winston-Salem, approximately \$396,500 would be available to High Point MPO.
 3. Project by Project Basis – High Point MPO submits candidate projects to the Winston-Salem MPO to consider for funding regardless of cost, as long as Davidson County, the Cities of High Point or Lexington, NCDOT, or any of the other municipalities within the High Point MPO etc. comes up with the local match.
 4. Projects with Cost Cap - High Point MPO submits a candidate project with a \$800,000 maximum plus 20% local match = \$1,000,000 total cost.
 5. Any Safety Project – Any project approved by NCDOT that improves hazardous conditions for the safe movement of vehicles and/or pedestrians.
- Conditions as presented in January:
 - a. The candidate project must fall within the defined United States Census Urbanized Area Boundary for Winston-Salem located within the High Point MPO boundary.
 - b. The candidate project must fall within the mapped “Smoothed” Federal Functional Classification map boundary within the High Point MPO boundary.
 - c. The candidate project can be located anywhere within the High Point MPO boundary as long as it is eligible under established STP-DA project guidelines.
- Staff recommendations (must meet all of the following):
 1. Any project approved by NCDOT that improves hazardous conditions for the safe movement of vehicles and/or pedestrians.
 2. High Point MPO submits candidate projects to consider for funding regardless of cost, as long as Davidson County, the Cities of High Point or Lexington, NCDOT, or any of the other municipalities within the High Point MPO etc. comes up with the local match.
 3. The candidate project must fall within Winston-Salem’s mapped “Smoothed” Federal Functional Classification map boundary within the High Point MPO boundary.

A discussion ensued regarding the recommendations.

A discussion ensued regarding how the percentage of funds was achieved.

A discussion ensued regarding current projects.

A discussion ensued regarding the implications of doing nothing.

A discussion ensued regarding funding on a project by project basis.

8. Presentation of the Federal Highway Administration (FHWA)/Federal Transit Administration (FTA) Certification Review Report on the for the Winston-Salem Urban Area MPO's Transportation Planning Process

Presented by Bill Marley, FHWA.

- Purpose of certification review:
 - Assess extent of compliance with planning requirements (23CFR, Section 134).
 - Identify noteworthy practices and problem areas.
 - Make recommendations for improvement and determine if any corrective actions are necessary.
- Major review items:
 - Previous certification review issues
 - MPO/NCDOT coordination
 - Agreements and contracts
 - Unified Planning Work Program
 - Long-Range Transportation Plan
 - Transportation Improvement Program and State Transportation Improvement Program
 - Transit planning
 - Regional travel demand modeling and land use planning
 - Air quality planning
 - Title VI
 - Public involvement
 - Congestion management and ITS planning
 - MPO needs
 - Public involvement meetings/comments
 - Certification review findings
 - Certification
- Commendations:
 - The MPO is commended for sponsoring the Piedmont Triad Motor Carriers Survey.
 - The MPO is commended for its role in the Triad area transportation conformity interagency consultation process.
 - The MPO is commended on its proactive approach to visualization by developing the video to promote the Metropolitan Transportation Plan (MTP) update and public involvement process.
 - The MPO is commended for its use of Smart Board technology as part of its public outreach effort.
- Recommendations:
 - The NCDOT should provide to the MPO estimates of federal and State funds available for the metropolitan area on a timely basis for the development of the TIP and financial plan.
 - The MPO should include performance measures in the Public Involvement Policy to help determine its effectiveness.
 - The MPO should select specific thresholds that visually provide a better comparative picture of each Environmental Justice (EJ) population.

- The MPO should continue to advance its plan to use measured data such as travel time and travel speeds in place of modeled/estimated measures such as level of service and volume to capacity ratio to measure congestion.
- The MPO should produce biennial evaluation reports as stated in the Congestion Management Process.
- The MPO should coordinate with the FHWA on future updates of the Congestion Management Process.
- Corrective actions:
 - Require action to correct a specified issue within a specified timeframe.
 - If left unattended, may result in decertification of the metropolitan planning process.
 - The MPO must demonstrate fiscal constraint of the TIP.
 - Although the MPO has conducted qualitative analyses, quantitative analyses must be conducted to ensure that the transportation system does not disproportionately burden Minority and Low Income (MLI) populations, and does not disproportionately benefit non-MLI populations.
- The Winston-Salem Urban Area MPO substantially meets the Federal metropolitan transportation planning requirements.
- The metropolitan transportation planning process is certified as of January 30, 2013, for a four-year period.

A discussion ensued regarding fiscal constraints.

A discussion ensued regarding corrective actions.

Larry Williams requested documentation when corrective actions have been implemented.

9. MPO Staff Reports

a. NCDOT Division 9 Transportation Projects Update

Presented by Diane Hampton.

- Staff has developed a more comprehensive update list with projects under construction, division administered projects under construction, division administered projects under development, safety improvement projects under development, TIP projects under development categories.
- There are several bridge and landscaping projects under construction.
- Macy Grove Road interchange with US 421 is 10% complete.
- Business 40 projects U-2827BA and U-2827BB have been combined into one design build project.

b. Piedmont Authority for Regional Transportation (PART) Update

Scott Rhine presented a plaque to Ralph Womble in appreciation of his service on the PART Board.

c. Forsyth County OEAP Air Quality Update

No questions for staff.

d. Bicycle and Pedestrian Facilities Projects Update

No questions for staff.

10. Review of the Draft Complete Streets Policy for the Winston-Salem Urban Area MPO

Presented by Matthew Burczyk.

- The Winston-Salem Urban Area MPO and its member communities continue to build livable communities in part by building a complete transportation network that serves all users, including pedestrians, cyclists, transit vehicles and riders, children, the elderly, people of all abilities, and motor vehicle operators.
- Our transportation network not only affects our ability to get from one place to another, it shapes our land uses, economic development, housing choices, air and water quality, health, and even our physical fitness.
- To that end, our community can encourage active transportation options by providing the facilities and support necessary to make those modes the easy, safe, and convenient choice for all residents.
- The Winston-Salem Urban Area MPO and its member communities shall scope, plan, design, fund, construct, operate, and maintain all MPO streets to provide a comprehensive and integrated network of facilities that are safe and convenient for people of all ages and abilities traveling by foot, bicycle, automobile, public transportation, and commercial vehicle.
- The MPO Bicycle and Pedestrian Subcommittees are responsible for reviewing transportation projects and providing recommendations to staff engineers and consultants.
- The MPO should adjust the funding selection process for all roadway projects to elevate those projects that take into account all roadway users.
- Individual communities should evaluate and modify this policy for adoption at the local level to ensure consistency throughout the MPO.
- The MPO should create or adapt a set of design guidelines for bicycle, pedestrian, and transit facilities that member communities can use in the design and construction of projects.

11. Reminder on State Ethics Act Requirements for TCC/TAC Members and Alternates: Economic Interest Disclosure and Education Requirement

Presented by Margaret Bessette.

- Margaret distributed a handout listing two opportunities for TCC and TAC members to completed their Ethics Education requirement: Thursday, march 7 from 2:30 – 5:00 pm and Thursday, March 28 from 9:30 am – noon. Both sessions will be held in the second floor conference room in the Bryce A. Stuart Municipal Building.

- Ethics commission's website is:
www.ethicscommission.nc.gov/coverage/planningorgs.aspx.
- The Statement of Economic Interest must be completed by April 15, 2013; MPO filers must submit electronically.
- Educational requirements must be completed by June 30, 2013.
- Local government ethics education does not satisfy the ethics act education requirement.
- There are two ways to complete the educational requirements: online and by live presentation.

12. Update on the 2013 North Carolina Association of MPOs (NCAMPO) Conference Preparations for Winston-Salem

Presented by Wendy Miller.

- Wendy distributed a 2013 NCAMPO Conference handout.
- The Winston-Salem Urban Area MPO will be hosting the 2013 North Carolina Association of MPOs conference at the Twin City Quarter from May 15th through May 17th.
- Over 300 attendees from federal, State, regional and local agencies as well as private sector firms that are involved in transportation planning and engineering will come to be involved in educational sessions and mobile tours that highlight our local innovations and transportation success stories.
- All TCC and TAC members are invited and encouraged to attend the conference.

13. Review the Process of Developing the Draft Fiscal Year 2013-2014 Unified Planning Work Program (UPWP) and Self Certification for the Winston-Salem Urban Area MPO

Presented by Greg Errett.

- Greg distributed a draft UPWP handout.
- Each year the Winston-Salem Urban Area MPO is required to develop and approve a UPWP.
- The UPWP identifies what transportation planning projects and work tasks will be completed during the fiscal year and the amount of federal and State highway and transit planning funds that will be used to complete the work, plus the required local matches.
- We are beginning to identify what transportation planning projects we need to complete during Fiscal Year 2013-2014 (July 1, 2013 through June 30, 2014).
- We encourage you to participate in the development of next year's UPWP by identifying and describing (in detail) any transportation planning projects or studies your community or agency would like to see completed next year.
- You may send a hard copy, an e-mail or fax of your requests to us for our consideration by Friday February 22, 2013.
- From your suggestions and requests, the final draft Fiscal Year 2013-2014 UPWP will be developed and presented for approval to the TCC and the TAC at the March 21, 2013 meetings and then sent to the NCDOT and to the federal agencies by Friday March 29, 2013 for their final review.
- NCDOT Transportation Planning Branch has sent the enclosed letter that states the final UPWP must be completed by May 3, 2013.

- Also, as part of the process in developing the annual UPWP, we are usually required to conduct an annual self-certification of the MPO's transportation planning process.
- Because of the federal certification review we have just completed this fall, we will determine whether we need to complete the self-certification documentation.
- If so, we will provide that to you at the March TCC/TAC meetings for your review and consideration.

14. Review of the 2013 MPO Calendar of Activities

Presented by Greg Errett

- Greg distributed a Federal Funding Workshop handout.
- Next TAC meeting will be March 21, 2013

15. Other Business/Adjourn Meeting

Adjournment 5:58 pm