

**MINUTES
WINSTON-SALEM URBAN AREA
TRANSPORTATION ADVISORY COMMITTEE (TAC)
SEPTEMBER 19, 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
Brent Rockett, Commissioner, Town of Bethania
Dan Besse, Council Member, City of Winston-Salem, Vice Chairman
Norman Wilkes, Mayor, Town of Midway
Todd Yates, Commissioner, Davidson County
Jake Alexander, Member, Board of Transportation
Terry Renegar, Commissioner, Davie County
Derwin Montgomery, Council Member, City of Winston-Salem, Alternate
James Taylor, Council Member, City of Winston-Salem
John Bost, Mayor, Village of Clemmons
Allen Todd, Mayor, Town of Wallburg
Billy McHone, Mayor, Village of Tobaccoville
Dan Pugh, Mayor, Town of Lewisville
Kenneth Rethmeier, Mayor, Town of Bermuda Run
Randy Mendenhall, Council Member, Town of Walkertown
Leon Inman, Commissioner, Stokes County
Tracey Shiftlette, Alderman, Town of Kernersville

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

STAFF PRESENT:

Pat Ivey, NCDOT
Diane Hampton, NCDOT
Andy Bailey, NCDOT
Wayne Davis, NCDOT
Bill Marley, FHWA
Scott Rhine, PART
Cary Gentry, FCOEAP
Kaori Fujisawa, WSDOT
Toneq' McCullough, WSDOT
Greg Errett, WSDOT
Wendy Miller, WSDOT
Kevin Edwards, WSDOT
Ryan Newcomb, WSDOT
Fred Haith, WSDOT
Dewey Williard, WSDOT
Stephen Hawryluk, Budget

RECORDING SECRETARY: Laura Whitaker, WSDOT

OTHERS: Steve Jarvis, Commissioner, Davidson County, Alternate
Russ DuBois, Creative Corridors Coalition
Representative Roger Yountz, 80th District

Chairman Williams presented a Certificate of Appreciation to Winston-Salem City Council Member Denise Adams for her service on the TAC.

1. **Ethics Awareness and Conflict of Interest Reminder**
2. **Citizen Comments**

No one present.

Action Items

3. **Consideration of the July 18, 2013 TAC Meeting Minutes**

Presented by Larry Williams.

MOTION: Allen Todd moved approval of the minutes.

SECOND: Billy McHone

VOTE:

FOR: Unanimous

AGAINST: None

4. **Consideration of Amendments to the Winston-Salem Urban Area MPO Administrative Documents**

Presented by Margaret Bessette.

- The MOU for the Winston-Salem Urban Area MPO is an agreement between governmental entities to establish a cooperative transportation planning process for the Winston-Salem Urban Area.
- The MOU establishes the purposes, membership, voting procedures and member responsibilities for the MPO, the TAC and the TCC.
- Revisions to the MOU must be approved and executed by all member governments and by the State of North Carolina.
- The TAC and TCC by-laws provide greater detail for membership, voting and procedural operations of the TAC and TCC, consistent with the MOU.
- The TAC and TCC by-laws are amended by their respective bodies.
- The changes include: adding WSTA as a voting member of the TAC, status of the representative of the Public Transit Division, updating the apportioned weighted votes and wording changes.
- Proposed MOU changes include: adding WSTA as a voting member of the TAC; changing the NCDOT Public Transit Division TCC representative from a voting member to an advisory, non-voting member; and wording changes as recommended by NCDOT and to update organization names and position titles.
- Proposed TAC by-law changes include: designating WSTA as a voting member with two (2) weighted votes; and updating the weighted voting schedule based on the 2010

- Census; and, wording changes to update organization names and position titles.
- The deadline for local governments to authorize execution of the revised MOU by adopted resolution is established as the January 16, 2014 TAC meeting.
- The TAC and TCC by-laws amendments would be effective as of January 16, 2014.
- The changes must be adopted locally by January 16, 2014.

A discussion ensued regarding “elected” official.

A lengthy discussion ensued regarding the weighted voting.

a. Memorandum of Understanding (MOU)

MOTION: Dan Besse moved adding the sentence, “The Board of Directors of the WSTA may designate an alternate member,” after the sentence, “Proxy and absentee voting are not permitted.”

SECOND: James Taylor

VOTE:

FOR: Unanimous

AGAINST: None

b. TAC By-Laws

MOTION: Billy McHone moved approval.

SECOND: Ken Rethmeier

VOTE:

FOR: Unanimous

AGAINST: None

5. Consideration of Amendments to the Fiscal Year 2012-2018 Metropolitan Transportation Improvement Program (MTIP) and the North Carolina Department of Transportation’s (NCDOT) State Transportation Improvement Program (STIP) for the Winston-Salem Transit Authority (WSTA)

Presented by Wendy Miller.

a. Review of Other Funded Transit Projects Needing to Be Flexed to FTA

- The NCDOT has recently informed WSTA and the Winston-Salem Urban Area MPO that the \$3.5 million in CMAQ funds available for purchasing buses for the WSTA system in STIP project TA-5127 must be amended to revise the language from “Expansion” buses to “Replacement” buses so that these buses may be purchased to replace buses in the existing fleet.
- The process for using CMAQ and STP-DA funds to purchase buses for WSTA requires the flexing of funds from FHWA funding programs to the FTA.
- This process will extend beyond the Federal Fiscal Year deadline of September 30, 2013 and requires an amendment to both the STIP projects TA-5127 project and TA-4795A to move the funds programmed in FFY 2013 to FFY 2014.
- These amendments are shown in the attached table - Amendments to Revise CMAQ funds allocated in TA-5127 from Expansion Buses to Replacement Buses and to Flex CMAQ and STP-DA funds to the FTA for WSTA projects.

- The MPO approved WSTA's CMAQ request for TA-5127 in July 2009 and the STIP was modified in March 2012.
- The MPO approved WSTA's STP-DA request for TA-4795A in May 2011 and the STIP was modified in December 2012. Both projects have been endorsed by the FTA.
- A revised CMAQ application has been submitted to NCDOT for approval.

MOTION: Billy McHone moved approval.

SECOND: James Taylor

VOTE:

FOR: Unanimous

AGAINST: None

6. Consideration of a Resolution Finding the Current Winston-Salem Urban Area MPO Fiscal Year 2012-2018 Metropolitan Transportation Improvement Program (MTIP) is Fiscally Constrained

Presented by Fred Haith

- To demonstrate compliance with the federal corrective action, the MPO used the NCDOT project costs for years 2012-2015.
- The analysis was based on financial data as of July 2011. A review of project costs and revenue sources show the first four years of the Winston-Salem MPO MTIP are financially constrained.
- The Winston-Salem Urban Area has approximately \$262 million programmed towards highway, bicycle and pedestrian, and transit projects for years 2012-2015 with committed revenue of approximately \$262 million.

MOTION: James Taylor moved approval.

SECOND: Billy McHone

VOTE:

FOR: Unanimous

AGAINST: None

Information Items

7. Review of the NCDOT Title VI Audit of the Winston-Salem Urban Area MPO

Presented by Fred Haith.

- The NCDOT Office of Civil Rights is responsible for assessing the Title VI compliance efforts of its sub-recipients pursuant to Title VI of the Civil Rights Act of 1964 and other related nondiscrimination authorities.
- To fulfill this responsibility, the Office of Civil Rights is required to conduct Title VI compliance reviews.
- The Winston-Salem Urban Area Metropolitan Planning Organization (MPO) was selected for a Title VI compliance audit to determine if the MPO is in compliance with the requirements of Title VI and related authorities.
- The audit was held in Winston-Salem on Tuesday, August 20, 2013, at 3:00 p.m.
- The results of the audit as of September 4, 2013 have not been revealed.

- Mr. Shantray Dickens, NCDOT Title VI Specialist, conducted the review.
- NCDOT Title VI Audit Topics of Interest: Title VI Nondiscrimination Program, Title VI program information dissemination, Limited English Proficiency (LEP) Plan, decision-making and program sensitivity towards traditionally underserved populations, civil rights training and Title VI Assurances.

8. Review of the Proposed NCDOT Prioritization 3.0 Project Evaluation Process

Presented by Pat Ivey.

- House Bill 817 signed into Law June 26, 2013.
- Overwhelming support in both House and Senate.
- Most significant NC transportation legislation since 1989 Highway Trust Fund.
- Prioritization 3.0 Workgroup charged with providing recommendations to NCDOT on weights and criteria.
- Workgroup members provide input and act as liaisons to respective organizations.
- Statewide Mobility focus is to address significant congestion and bottlenecks.
- Regional impact focus is to improve connectivity with regions.
- Division needs focus is to address local needs.
- Strategic Transportation Investments legislation combines traditional Equity-eligible funds, Urban Loop funds, Mobility funds, Powell Bill and secondary roads paving.
- Funds obligated for projects scheduled for construction by July 1, 2015 are not subject to the formula.
- Bicycle-Pedestrian projects authorized for construction as of Oct. 1, 2013 are not included in limitation on State funding.
- All capital expenditures, regardless of mode, will be funded from the Highway Trust Fund.
- All modes must compete for the same funds.
- Local input will be part of the scoring criteria for all regional impact and division needs projects.
- Projects (regardless of mode) will be scored on a 0-100 point scale.
- Incentive for local funding (highway projects only) 50% of local commitment of non-State/Federal funds will be returned to local area for other high scoring projects in that area.
- Operations and maintenance expenditures will be funded from the Highway Fund.
- Project Cap – No more than 10% of Statewide Mobility funds over 5 years (~\$300M) may be assigned to a single project or contiguous projects in the same corridor in a single division or adjoining divisions.
- No more than 10% of Regional Impact funds shall be expenditures on public transportation projects.
- Projects funded from these categories will be excluded and will be evaluated through separate prioritization processes: CMAQ, competitive/discretionary grants, Appalachian Development Highway System projects.
- Funds included in the applicable category (Statewide, Regional, Division) but not subject to prioritization criteria: bridge replacement, interstate maintenance and Highway Safety Improvements.

- Funds included in the computation of Division equal share but will be evaluated through separate prioritization processes: STP-DA (if funds used on Regional category eligible project, funds come from regional), transportation alternatives and rail-highway crossing program.
- Separate prioritization processes for each mode: must have minimum of 4 quantitative criteria (no menu of criteria like highways), local input is from divisions, MPOs and RPOs and criteria based on 100 point scale with no bonus points and not favoring any particular mode of transportation.
- Challenges: different criteria and weights used for evaluating projects in each mode, no easy solution (conducted review of methodologies across country), and no other state has successfully implemented such a comparison and evaluated several potential options including: qualitative value judgment, weighted benefit/cost and statistical analysis.
- Final STIP must be approved by October 1, 2015 by FHWA to continue receiving federal dollars.

9. Discussion of a Proposed Process to Administer Federal Transportation Alternatives Program (TAP) Funds for the Winston-Salem Urban Area MPO

Presented by Fred Haith.

- MAP-21 established a new program to provide for a variety of alternative transportation projects, including any that were previously eligible activities under separately funded programs.
- The TAP replaces the funding from pre MAP-21 programs including Transportation Enhancements, recreation trails, Safe Routes to School and several other discretionary programs, wrapping them into a single funding source.

10. Review of Adding Additional Phases of Funding for Surface Transportation Program – Direct Attributable (STP-DA) Funded Projects

Presented by Fred Haith.

- Fred distributed a handout regarding adding additional phases of funding for STP-DA and TAP eligible projects.
- Current TIP does not recognize preliminary engineering and right-of-way.
- TIP amendment needed to recognize preliminary engineering and right-of-way.
- The November agenda will include a draft document, additional information and updated numbers.

11. Presentation of the Federal Functional Classification Mapping Process for the Winston-Salem Urban Area MPO

Presented by Andy Bailey.

- The Function Classification System update is being conducted in GIS utilizing the most recent road characteristics data obtained from Attribute Road Inventory Database (ARID).

- This will allow a quick and accurate update of the road characteristics data, which can then be loaded back into the ARID system.
- With this update, there are three basic types of modifications that might be needed: corrections to official functional classification mapping, adjustments due to previous designation based on urbanized boundaries and modifications at the MPOs request.

A discussion ensued regarding statewide projects.

12. Review of Proposed Amendments and Modifications to the Winston-Salem Urban Area MPO Fiscal Year 2012-2018 MTIP

Presented by Wendy Miller.

- Wendy Miller provided a handout with State Transportation Improvement Program (STIP) amendments and modifications (Item N) from the August and September meetings of the North Carolina Board of Transportation.
- These amendments and modifications will be out for public review and comment from October 17th through November 15th in preparation for TAC action on amending the 2012-2018 Metropolitan Transportation Improvement Program (MTIP) at the November 21st meeting.

13. Review of the Winston-Salem Transit Authority (WSTA) Origin-Destination (O-D) Survey

Presented by Kaori Fujisawa.

- An origin/destination survey was conducted for WSTA riders.
- The survey questioned approximately 1200 riders.
- The survey questions included: where the rider started; where rider is going; what time did rider board the bus; how many transfers made before boarding the bus; and why riding the bus?
- The survey was conducted on-board, face-to-face with riders.
- Survey results will be used for a better routing system.
- Results of the survey will be presented at the WSTA Board meeting later in September.

14. Update on the Job Access and Reverse Commute (JARC) and New Freedom Programs Call for Projects Process

Presented by Kaori Fujisawa.

- Under MAP-21, JARC has been combined into urbanized area formula grants, the FTA Section 5307.
- The JARC program is to provide services to low-income individuals to access jobs. The program requires 50% local match for operating costs.
- For FY 2013, the City of Winston-Salem is expected to receive \$4,085,792 for urbanized area formula grant (5307).
- Enhanced mobility of seniors and individuals with disabilities New Freedom grant will be called Enhanced Mobility of Seniors and Individuals with Disabilities (5310).

- This program provides funding for the mobility of seniors and persons with disabilities.
- For FY 2013, the City of Winston Salem's apportionment for 5310 is \$297,963.
- Eligible projects: capital $\geq 55\%$; operation $\leq 45\%$ and administration $\leq 10\%$.
- An action item will be brought to committee in November for approval of a resolution requesting the City of Winston-Salem receive the JARC and FTA Section 5310 funds.

15. MPO Staff Reports

a. NCDOT Division 9 Transportation Projects Update

No questions for staff.

b. Forsyth County OEAP Air Quality Update

No questions for staff.

c. Bicycle and Pedestrian Facilities Projects Update

No questions for staff.

d. Piedmont Authority for Regional Transportation (PART) Update

No questions for staff.

e. Winston-Salem Transit Authority (WSTA) Update

No questions for staff.

16. Review of the 2013 MPO Calendar of Activities

Presented by Greg Errett.

- Next meeting November 21.

17. Other Business/Adjourn Meeting

ADJOURNMENT 5:40 pm.