

**MINUTES
WINSTON-SALEM URBAN AREA
TRANSPORTATION ADVISORY COMMITTEE (TAC)
NOVEMBER 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
Dan Besse, Council Member, City of Winston-Salem, Vice Chairman
Norman Wilkes, Mayor, Town of Midway
Todd Yates, Commissioner, Davidson County
Robert Clark, Council Member, City of Winston-Salem, Alternate
James Taylor, Council Member, City of Winston-Salem
Walter Marshall, Commissioner, Forsyth County
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
Leon Inman, Commissioner, Stokes County
Randy Mendenhall, Council Member, Town of Walkertown

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

STAFF PRESENT:

Greg Turner, City of Winston-Salem
Pat Ivey, NCDOT
Andy Bailey, NCDOT
Scott Rhine, PART
Matthew Burczyk, WSDOT
Dewey Williard, WSDOT
Kaori Fujisawa, WSDOT
Greg Errett, WSDOT
Wendy Miller, WSDOT
Kevin Edwards, WSDOT
Fred Haith, WSDOT
Stephen Hawryluk, Budget

RECORDING SECRETARY: Laura Whitaker, WSDOT

OTHERS:

Jeff Hatling, Town of Kernersville

1. Citizen Comments

No one present.

Action Items

2. Consideration of the September 19, 2013 TAC Meeting Minutes

Presented by Chairman Larry Williams.

MOTION: Allen Todd moved approval of the minutes.

SECOND: Robert Clark

VOTE:

FOR: Unanimous

AGAINST: None

3. 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)

Presented by Wendy Miller.

- a. Consideration of STIP Amendments and Modifications from August and September**
- b. Consideration of Adding Additional Phases of Funding for Surface Transportation Program – Direct Attributable (STP-DA) Funded Projects and Transportation Alternatives Program Funding Eligibility**
- c. Consideration of MTIP Amendments and Modifications for Public Transportation Projects**

- Wendy distributed a revised item 3.
- The Fiscal Year (FY) 2012-2018 MTIP is a comprehensive listing of all transportation projects programmed for the Winston-Salem Urban Area and must be a subset of the Winston-Salem Urban Area 2035 Transportation Plan (LRTP) and match the FY 2012-2018 State Transportation Improvement Program (STIP).
- The 2035 LRTP Update, the Air Quality Conformity Determination Report (AQCDR) and the FY 2012-2018 MTIP as amended through September 2012 were adopted by the MPO on January 17, 2013 and approved by the Federal Highway Administration (FHWA) on March 6, 2013.
- Additional amendments and modifications were adopted on May 30 and July 18, 2013.
- The NCDOT regularly updates the FY 2012-2018 STIP to include new projects and modify existing projects.
- STIP amendments for new statewide or Winston-Salem Urban Area MPO projects trigger the amendment of the FY 2012-2018 MTIP.
- Modifications to the STIP do not require adoption but are provided for information.

- FY 2012-2018 MTIP amendments and modifications include 8 projects from the roadway program and 4 projects from the public transportation program.
- The STIP amendments and modifications from August and September 2013 are the installation of interstate signage on I-74/US 311 in Forsyth County (I-5511), construction of a multi-use trail and associated improvements in the Wake Forest Innovation Quarter (U-4918B), statewide safety management program (W-5517), funding of the Northern Beltway-Eastern Section from Business 40 to Reidsville Road (US 158) with GARVEE bonds (U-2579B), and statewide railroad crossing safety and separation study projects (Y-5500 and Z-5400).
- Four MTIP amendments are including Transportation Alternatives Program (TAP) funding eligibility to the Bicycle and Pedestrian blanket project (U-4741) and adding preliminary engineering and right-of-way phases to U-4741, Intersection Improvement blanket project (U-4742), Small Roadway blanket project (U-5506) and Streetscape Improvements blanket project (EL-5108).
- Three public transportation modifications adjust funding for existing projects to reflect revised Federal allocations and one amendment includes Federal Enhanced Mobility of Seniors and Individuals with Disabilities Program (Section 5310) (formerly known as New Freedom) grant funding.
- Two project deletions reflect corrections to the STIP.
- As required by the MPO's Public Participation Policy, amendments to the FY 2012-2018 MTIP were available for public review and comment for at least 30 days from October 17 through November 15.

MOTION: Ken Rethmeier moved approval.

SECOND: James Taylor

VOTE:

FOR: Unanimous

AGAINST: None

4. Consideration of a Resolution Approving Amendments to the Winston-Salem Urban Area Comprehensive Transportation Plan (CTP) Street and Highway Element Map Based on Expansion of the MPO Boundary

Presented by Kevin Edwards.

- Kevin distributed an amended CTP map.
- In 2012, the Winston-Salem Urban Area MPO adopted its last update of the CTP maps and technical document.
- The CTP was coordinated with the NCDOT and has been designed to be consistent with the requirements of North Carolina General Statute 136-66.2.
- A CTP is a multi-modal long range vision plan depicting the transportation infrastructure needed to handle the area's travel demand for a minimum 20 year period.
- As a result of the 2010 United States Census, the boundary of the Winston-Salem Urban Area MPO was changed and was adopted by the TAC in November, 2012.
- This new boundary has made it necessary to amend the CTP Highway map for the MPO.

- Three new areas in Davidson, Davie, and Stokes Counties have been analyzed and new thoroughfares have been identified.
- These amendments were available for public review from October 17 to November 15, 2013, and one comment was received from the Piedmont Triad Regional Council.
- MPO staff is requesting consideration of a resolution approving amendments to the Winston-Salem Urban Area CTP Street and Highway Element map, which includes changes recommended by the TCC at their meeting today.

MOTION: Robert Clark moved approval.

SECOND: Allen Todd

VOTE:

FOR: Unanimous

AGAINST: None

5. Consideration of a Resolution Authorizing the City of Winston-Salem to be Designated by the Governor of North Carolina as the Official Recipient of Federal Job Access and Reverse Commute (JARC, Section 5307) and Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) Program Funds

Presented by Kaori Fujisawa.

- The Moving Ahead for Progress in the 21st Century Act (MAP-21) requires development of a local coordinated plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, and strategies and priorities for meeting these local needs.
- To receive federal funds for these two programs, transportation service providers, human services agencies and the MPO worked together to draft a locally developed coordinated plan to: assess the needs of the target population; assess available services and identify current transportation providers; identify gaps between current services and needs; and, develop and prioritize strategies to address identified gaps.
- Funding for projects from the two programs must derive from the coordinated plan and must be selected on a competitive basis.
- Under MAP-21, two Federal Transit Administration (FTA) human service transportation programs have been established: Job Access and Reverse Commute (JARC, Section 5307) and Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310), formerly called New Freedom.
- In 2008, the City of Winston-Salem was designated to serve as the recipient of the Section 5307 and Section 5310 funds for the MPO.
- The local transportation service providers, human services agencies and the MPO worked together to produce the Public Transportation – Human Services Coordination Plan that was adopted by the MPO on March 20, 2008 and updated in March 2010.
- With the enactment of the new MAP-21 law for transportation and with changes to the provisions in Section 5310, the City of Winston-Salem must be officially designated once again by the Governor of North Carolina to be the recipient of both Section 5307 and Section 5310 funds for the Winston-Salem Urbanized Area MPO.
- Once this is completed the human service providers and agencies can apply for the funds.

MOTION: Ken Rethmeier moved approval.

SECOND: Dan Pugh

VOTE:

FOR: Unanimous

AGAINST: None

Information Items

6. Update on the JARC (Section 5307) and Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) Programs Call for Projects

Presented by Kaori Fujisawa.

- Advertisement notices were published in 3 local newspapers (Winston-Salem Journal, Winston-Salem Chronicle and Que Pasa) regarding a public meeting for FTA grant funding process.
- Previous recipients were contacted via email.
- The 30-day call for projects was from October 17 – November 25, 2013.
- A public meeting at the YWCA was held on October 30, 2013.
- Current and prospective recipients were in attendance (total of 9 people).
- Concerns from the meeting were of the slow and complicated process and need for start-up help.

7. Review of the NCDOT Prioritization 3.0 Project Selection Process for the Winston-Salem Urban Area MPO

Presented by Fred Haith.

- Prioritization 3.0 involves three pieces of information: 1) a data driven, quantitatively scored estimate of project need, 2) MPO priority score, and 3) NCDOT Division priority score.
- The first step of Prioritization 3.0 is the identification of projects for evaluation and scoring by NCDOT's Strategic Planning Office of Transportation (SPOT).
- This document focuses solely on the first step of this process. Key aspects include:
 - Submitting new roadway projects not previously submitted under Prioritization 2.0.
 - Resubmitting public transportation, bicycle, and pedestrian projects that were not funded previously.
 - Up to 14 new roadway projects can be submitted.
 - MPOs can submit up to a total of 20 bicycle pedestrian projects.
 - The number of roadway safety and infrastructure health project submittals is not restricted.
 - The number of transit capital project submittals is not restricted.

A discussion ensued regarding TIP versus STP-DA projects.

8. Review of the Winston-Salem Urban Area MPO Federally Funded Projects Evaluation Process and Transportation Alternatives Program (TAP) Funds

Presented by Fred Haith.

- The Surface Transportation Program Direct Apportionment Program (STP-DA) is a federal transportation funding program that provides flexible funding to states for highway, bridge, public transit, bicycle and pedestrian projects, among other project types.
- The program is authorized by federal transportation bills, the most recent of which was SAFETEA-LU in 2005.
- MAP-21, the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), was signed into law by President Obama on July 6, 2012.
- Funding surface transportation programs at over \$105 billion for FY 2013 and 2014, MAP-21 is the first long-term highway authorization enacted since 2005.
- MAP-21 establishes a new program to provide for a variety of alternative transportation projects, including many that were previously eligible activities under separately funded programs.
- The Transportation Alternatives Program (TAP) replaces the funding from pre-MAP-21 programs including Transportation Enhancements, Recreational Trails, Safe Routes to School, and several other discretionary programs, wrapping them into a single funding source.
- As a Transportation Management Area MPO (meaning we have an urbanized area population greater than 200,000), the WSMPO receives a direct sub-allocation of STP-DA funds each year and an allocation of TAP funds for federal FY 2013 and 2014.
- The primary requirement for utilizing these funds in our MPO area is: STP-DA and TAP funds must be obligated to eligible projects through a competitive process, in consultation with the State from proposed projects submitted by eligible entities.
- MPO staff will hold an annual federal funding workshop.
- The MPO's TAC takes formal action to program projects with available STP-DA and TAP funding.
- The TAC must approve the project(s) and its action must state the funding committed based upon the applicable estimated cost of preliminary engineering, right-of-way and construction phase of the project as well as a schedule to accomplish each phase of the project.
- The MPO shall also document that the scope of work meets the eligibility requirements.
- If an approved project is canceled the reallocation of the unspent funds must be approved by the TAC.

9. 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 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.
- As a result of the audit, deficiencies have been identified. In accordance with 49 CFR 21 and 23 CFR 200, the Winston-Salem Urban Area MPO assumes a deficiency status until satisfactory correction of deficiencies has been demonstrated in the following areas:
 - Program Administration
 - Training
 - Limited English Proficiency (LEP)

A discussion ensued regarding how to measure the success of limited English corrective action.

10. Review of the New Federal Functional Classification Map for the Winston-Salem Urban Area MPO

Presented by Kevin Edwards.

- As a result of the 2010 United States Census, the boundary of the Winston-Salem Urban Area MPO was changed and was adopted by the TAC in November, 2012.
- This new boundary, along with the proposed approval of a new smoothed urbanized area boundary, has made it necessary for the adoption of a new Federal Functional Classification map for the MPO.
- Other factors making a new functional classification map necessary are: corrections needed to the 2005 as (incorrectly) recorded by NCDOT; and, changes in Federal guidance related to classification of highways, including consolidation of urban and rural classifications.
- Changes to the functional classification map will be used as a planning tool by the NCDOT and the Winston-Salem Urban Area MPO.
- These classifications will also be used for future funding eligibility purposes.
- Action item will be brought back to committee in January 2014.

A discussion ensued regarding minor versus major arterial roads.

A discussion ensued regarding principal versus minor arterial roads.

James Taylor requested an update on the NC 109 project.

11. Presentation on the Final Results of the Winston-Salem Transit Authority (WSTA) Origin-Destination (O-D) Survey

Presented by Kaori Fujisawa.

- The purpose of the Origin-Destination study is to gather data from a statistically valid sample of transit riders in Winston-Salem.
- The results will be used to update the area's travel demand model to enhance regional transportation planning efforts and provide a dataset that can be used from system optimization or new transit system.
- The goals are to obtain usable intercept surveys from at least 8.5% of the area's weekday transit users and 5% of the area's Saturday transit users.
- The region's transit system is very important to the mobility of the region's workforce, more than 80% of those surveyed were in the workforce.
- Based on all the data staff has, there are 25 new routes recommended for the Winston-Salem transit system with 3 circulars around Hanes Mall, area near Forsyth County Health Department and the Bethabara area.
- WSDOT and WSTA teams have test driven about half of the potential new routes.
- After completion of the test drives and some changes on these routes in terms of operation and travel time, staff will be ready to present the new bus system and solicit feedback from a variety of groups including TAC members.
- Other tasks to be completed are bus schedules, configuration of bus stop locations, planning and programming a bus base or bathroom facility near Forsyth County Health Department (if necessary) and application for sidewalk and shelter related grants.

James Taylor requested a Sunday service survey.

Dan Besse requested the link for the full survey be emailed to him.

12. Review of the City of Winston-Salem Being Designated as a Bicycle Friendly Community

Presented by Matthew Burczyk.

- Winston-Salem's efforts to make the city a safer place for bicycling have been recognized with the city's first-ever designation as a Bicycle Friendly Community by the League of American Cyclists.
- The city earned the league's bronze level award for such efforts as:
 - Installing 12 miles of bicycle lanes and adding 5 miles of shared lane markings where streets are not wide enough for separate bike lanes.
 - Installing 125 bike racks throughout the city.
 - Publishing brochures and flyers for motorists and bicyclists on sharing the road safely and creating public safety announcements and WSTV 13.
 - Coordinating the Safe Routes to School bike trailer and Bike Smarts physical education program that teaches elementary and middle schools students the rules of the road.

- Creating a Bike Smarts Safety Town course, open to the public from dawn to dusk, for children to practice their biking skills.
- In announcing the award, Andy Clarke, the president of the League of American Bicyclists, said, “Winston-Salem’s investment in bicycling will be returned many times over in the health, environmental and quality of life benefits of a thriving community.”
- The city established its Bicycle and Pedestrian program in 2007 to promote bicycling and walking with a series of programs, policy changes and infrastructure improvements.

13. Review of the Draft Prospectus for Transportation Planning

Presented by Greg Errett.

- Greg Errett distributed an update of the Prospectus of transportation planning work tasks, products and responsibilities for the Winston-Salem Urban Area MPO handout.
- The Prospectus is primarily a reference document for the transportation planning staff to provide sufficiently detailed descriptions of work tasks so that staff and agencies responsible for doing the work understand what needs to be done, how it is to be done and who does it.
- A secondary purpose of the Prospectus is to provide sufficient documentation of planning work tasks and the planning organization and procedures so that documentation is minimized in the required annual Unified Planning Work Program.
- Transportation planning in the MPO continues to evolve to include changes if federal, state and local transportation planning laws and regulations and to reflect the overall trends and directions of the profession and needs of the community.
- For example, the term “thoroughfare plan” has been changed to meet state laws that now require MPOs, counties and rural planning organizations to develop plans that are now multi-modal in nature and are called Comprehensive Transportation Plans.
- Also, as a result of the 2000 United States Census, the MPO had expanded outside of Forsyth County for the first time bringing new towns and counties, and had been designated as a transportation management area (TMA).
- TMAs are MPOs which contain over 200,000 people with the census designated urbanized area and must adhere to additional federal transportation planning requirements.
- With all these changes, the Prospectus was last updated in January 2004.
- Since the 2000 census, two new towns have incorporated (Midway and Wallburg) and have become members of the MPO and need to be included in the Prospectus.
- Also, the new MAP-21 transportation legislation includes some different requirements and planning emphasis areas that need to be addressed in the updated Prospectus.
- There are a series of other small technical corrections and clarifications that need to be made as well.
- Staff will present the draft Prospectus to the TCC/TAC committees in January and in February for adoption.

14. MPO Staff Reports

a. NCDOT Division 9 Transportation Projects Update

No questions for staff.

b. Forsyth County OEAP Air Quality Update

No one present.

c. Bicycle and Pedestrian Facilities Projects Update

No questions for staff.

d. Piedmont Authority for Regional Transportation (PART) Update

Presented by Scott Rhine.

- Scott Rhine distributed a 2010 commuting patterns in the piedmont triad map.
- PART is working with Triangle Transit to establish a jointly used park and ride facility on the eastern portion of the Region – Alamance County.
- With the assistance from the Burlington-Graham MPO this facility would be served by PART Express and Triangle Transit to establish a regularly scheduled commuter express route connecting the Triad and the Triangle.

Dan Besse is now the Winston-Salem representative on the PART Board.

e. Winston-Salem Transit Authority (WSTA) Update

No questions for staff.

15. Review of the 2013 MPO Calendar of Activities

Presented by Greg Errett.

- TCC will be holding a SPOT criteria prioritization meeting on December 10, 2013.
- Next meeting January 16, 2014

16. Other Business/Adjourn Meeting

ADJOURNMENT 5:27 pm