

**MINUTES  
WINSTON-SALEM URBAN AREA  
TRANSPORTATION ADVISORY COMMITTEE (TAC)  
JANUARY 16, 2014  
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  
James Taylor, Council Member, City of Winston-Salem  
Allen Joines, Mayor, City of Winston-Salem  
Bill Whiteheart, Commissioner, Forsyth County  
Steve Jarvis, Commissioner, Davidson County  
Brent Rockett, Commissioner, Town of Bethania  
Tracey Shiftlette, Alderman, Town of Kernersville  
Mike Rogers, Council Member, Village of Clemmons, Alternate  
Walter Marshall, Commissioner, Forsyth County  
Allen Todd, Mayor, Town of Wallburg  
Billy McHone, Mayor, Village of Tobacoville  
Dan Pugh, Mayor, Town of Lewisville  
Kenneth Rethmeier, Mayor, Town of Bermuda Run  
Randy Mendenhall, Council Member, Town of Walkertown  
Regina Streed, Member, Winston-Salem Transit Authority

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

**STAFF PRESENT:**

Lee Rollins, Town of Bermuda Run  
Jeff Hatling, Town of Kernersville  
Pat Ivey, NCDOT  
Andy Bailey, NCDOT  
Scott Rhine, PART  
Cary Gentry, FCOEAP  
Toneq' McCullough, WSDOT  
Matthew Burczyk, WSDOT  
Dewey Williard, WSDOT  
Kaori Fujisawa, WSDOT  
Greg Errett, WSDOT  
Wendy Miller, WSDOT  
Kevin Edwards, WSDOT  
Fred Haith, WSDOT  
Angie Branon, CCPB  
Stephen Hawryluk, Budget

**RECORDING SECRETARY:** Laura Whitaker, WSDOT

**OTHERS:**

Anne Eshleman, Alta Staff/Greenways

Matt Hayes, Alta/Greenways

Larry Williams presented a certificate of appreciation to former Village of Clemmons Mayor John Bost for His Service on the TAC.

**1. Citizen Comments**

No one present.

**Action Items**

**2. Election of Officers**

MOTION: Allen Joines moved that Larry Williams serve as Chairman and Dan Besse serve as Vice Chairman.

SECOND: Allen Todd

VOTE:

FOR: Unanimous

AGAINST: None

**3. Consideration of the November 21, 2013 TAC Meeting Minutes**

Presented by Chairman Larry Williams.

Larry Williams stated that Tracey Shiftlette was not included in attendance at the last meeting but was in attendance.

MOTION: Kenneth Rethmeier moved approval of the corrected minutes.

SECOND: Allen Joines

VOTE:

FOR: Unanimous

AGAINST: None

**4. Consideration of the New Federal Functional Classification System Map for the Winston-Salem Urban Area MPO**

Presented by Kevin Edwards.

- This item is no longer an action item. All staff is required to do at this point in time is send the Federal Functional Classification System Map to NCDOT for review.
- After approval from NCDOT, staff will bring the map back to committee for review and adoption.

A discussion ensued regarding any possible changes.

Larry Williams introduced two new TAC members, Mike Rogers and Regina Streed.

### **Information Items**

#### **5. Updated State Ethics Compliance Requirements for TAC Members and Alternates Due April 15**

Presented by Margaret Besette.

- TAC members and their alternates are no longer covered under the State Government Ethics Act.
- However, TAC members and their alternates or designees do have new ethics requirements:
  - No member or their alternate may participate in any action as a MPO or RPO TAC member if the action may result in a reasonably foreseeable financial benefit to the member, the member's extended family, or any business with which the member is associated.
  - A TAC member or their alternate may participate in an action of the MPO or RPO if the action is ministerial only and does not require the exercise of discretion.
  - When the committee records in its minutes that it cannot obtain a quorum because the TAC member or their alternate is disqualified, the TAC member or their alternate may be counted for purposes of a quorum but shall abstain from taking any further action.
- TAC members and alternates must still submit the Statement of Economic Interest (SEI) and must now also submit a real estate disclosure form (a copy of the new form was provided in the agenda booklet.)
  - Both forms must be submitted annually by April 15.
  - The forms may be submitted on-line or by hard copy.
  - Those who submitted an SEI in 2013 and have no new information to submit are able to submit a short No Change Form.

A discussion ensued regarding the SEI and the real estate disclosure form. Margaret will follow up and provide additional information and reminder in future agenda books and via email.

#### **6. Review of an Air Quality Conformity Determination for an Amendment 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 TIP Project I-911A - Interstate 40, west of NC 801 (Exit 180) to west of SR 1101 (Harper Road)**

Presented by Wendy Miller.

- In September, the State Transportation Improvement Program (STIP) was amended to accelerate right-of-way acquisition to Fiscal Year 2015 to conform to the preconstruction process timeline for the Interstate 40 widening project (I-911A) project which moved the

funding into the critical FHWA 4-year review period and triggered an Air Quality Conformity Determination Report (AQCDR) for the amendment.

- The FY 2012-2018 MTIP amendment process began with the STIP amendment and the Air Quality Conformity short form process was established through an Interagency Consultation with Federal, State and MPO partners on December 3, 2013.
- As required by the MPO's Public Participation Policy, the MTIP amendment and AQCDR for the I-911A project will be released for public review on January 16, 2014 and will be available for public review and comment for 30 days ending on February 14, 2014.
- All comments and responses will be presented at the February 20<sup>th</sup> TAC meeting.
- The MTIP Amendment and Air Quality Conformity Analysis and Determination Report must be approved prior to issuance of federal funds for the Interstate 40 project (I-911A).

## **7. Review of an Amendment and Modifications to the Fiscal Year 2012-2018 MTIP and NCDOT's STIP**

Presented by Fred Haith.

- a. TIP Project I-911A - Interstate 40, west of NC 801 (Exit 180) to west of SR 1101 (Harper Road), Rehabilitation and Construct Fifth and Sixth Lanes; an Amendment to Accelerate Right-of-Way from Post Year to Fiscal Year 2015 to Conform to Preconstruction Process Timeline**
  - b. TIP Project U-2827B - Business 40 Bridge Replacements and Pavement Rehabilitation Project; Modify the Description to Include the 4<sup>th</sup> Street Bridge**
  - c. TIP Project U-4742MA, a Roundabout on US 158 at Bermuda Run Drive/Twins Way; Modify the Project Funding for Additional Surface Transportation Program – Direct Attributable (STP-DA) Funds to Meet Increased Construction Costs**
  - d. TIP Project U-5539, Martin Luther King, Jr. Drive Streetscape Design Plan, from US 52 to Business 40 (US 158/421); Modify MTIP Project Number**
- 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.
  - STIP amendments for regionally significant projects that cross the FHWA 4-year funding period or modeling horizon years require an AQCDR.
  - Modifications to the STIP do not require adoption but are provided for information.
  - Two FY 2012-2018 MTIP projects were revised in the STIP in September and November 2013. The projects are: 1) an amendment requiring transportation conformity is the Interstate 40 widening from west of NC 801 to west of Harper Road (I-911A) and 2) an administrative modification to Business 40 (US 421), west of Fourth Street to east of Church Street pavement rehabilitation and interchange improvements to include the Fourth Street bridge (U-2827B).
  - Two FY 2012-2018 MTIP project modifications are: 1) to increase Surface Transportation Program-Direct Attributable (STP-DA) funds for a roundabout on US 158

at Bermuda Run Drive/Twins Way (U-4742MA) and 2) the renaming of Streetscape Improvement Projects from EL-5108 to U-5539.

- As required by the MPO's Public Participation Policy, the amendment to the FY 2012-2018 MTIP and the AQCDR will be available for public review and comment for at least 30 days from January 16th through February 14th.
- All comments and responses will be presented at the February 20th TAC meeting.

A discussion ensued regarding the 4<sup>th</sup> Street Bridge.

## **8. Review of the Prioritization 3.0 Project Point Assignment Process for the Winston-Salem Urban Area MPO**

Presented by Fred Haith.

- Fred distributed a draft of the Winston-Salem Urban Area MPO STI Projects list.
- P3.0 involves three evaluation processes: 1) a data driven, quantitatively scored estimate of project need provided by the NCDOT Strategic Prioritization Division, 2) the MPO priority score, and 3) the NCDOT Division priority score.
- Further, the MPO priority score must meet the requirements of Session Law 2012-84 (Senate Bill 890) that states "The Department shall develop a process for standardizing or approving local methodology used in Metropolitan Planning Organization and Rural Transportation Planning Organization prioritization."
- The Prioritization 3.0 Evaluation Criteria and Point Assignment Process for the Winston-Salem Urban Area MPO (Process) uses many of the quantitative criteria established in 1996 for the MPO's Needs process along with a qualitative criteria to provide flexibility for MPO local ranking based on community goals and public input.
- The process will be release for public review on January 27<sup>th</sup> and complete a 30 day public review on February 14, 2014.
- All comments and responses from the public and the NCDOT Strategic Prioritization Division will be presented at the February 20<sup>th</sup> TAC meeting for adoption of the Process.
- New projects(s) submittal period: January 27 – February 24, 2014.
- Project evaluation criteria and point assignment methodology public review: January 16 – February 14, 2014.
- Project evaluation criteria and point assignment methodology NCDOT approval: February 19, 2014.
- Project evaluation criteria and point assignment methodology WSUAMPO TAC approval: March 20, 2014.
- Local input point assignment period: May 1 – July 31, 2014.

A discussion ensued regarding the scoring.

A discussion ensued regarding the various modes under transportation.

Bill Whiteheart requested information on where the funds for the aviation mode would come from.

A discussion ensued regarding stormwater runoff.

A discussion ensued regarding how the point system would affect state requirements and division projects.

## **9. Review of the Winston-Salem Urban Area MPO Federally Funded Projects Evaluation Process (STP-DA and TAP Funds)**

Presented by Fred Haith.

- The 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 our federal transportation bill, Moving Ahead for Progress in the 21st Century Act (P.L. 112-141) (MAP 21).
- MAP-21 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 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 WSUAMPO receives a direct sub-allocation of STP-DA funds each year and an allocation of TAP funds for federal fiscal years 2013 and 2014.
- The primary requirement for utilizing these funds in our MPO area is that 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.
- In order to allocate STP-DA and TAP funds, the MPO must have an approved competitive process.
- The Winston-Salem Urban Area MPO federal funded projects process establishes the guidelines and procedures for approving and implementing STP-DA and TAP funds.
- The STP-DA and TAP funding process will be released for public review on January 16<sup>th</sup> and complete a 30 day public review on February 14, 2014.
- All comments and responses from the public will be presented at the February 20<sup>th</sup> TAC meeting for adoption of the Federal Funded Projects Process.

Larry Williams requested that PIDS be added to the acronyms list included in the agenda book.

## **10. Presentation of the Proposed Limited English Proficiency (LEP) Plan for the Winston-Salem Urban Area MPO to Address the NCDOT's Title VI Audit Corrective Actions**

Presented by Fred Haith.

- As a part of the NCDOT Office of Civil Rights audit of the Winston-Salem Urban Area MPO, several deficiencies were noted for correction.
- The MPO must undertake a four-factor analysis of our transportation planning programs, projects and services and develop a Limited English Proficiency (LEP) implementation plan. The four factors include:
  1. Portion of Limited English Proficiency (LEP) people affected by MPO programs and projects;
  2. Frequency of contact for LEP persons with MPO programs and projects;
  3. Recognition of the nature and importance of the program, project or service provided to the LEP population; and
  4. Reasonable costs in the provision of language assistance for LEP populations.
- As a part of the MPOs efforts to meet compliance with the Title VI corrective actions by February 20, 2014, the draft Winston-Salem Urban Area MPO Limited English Proficiency (LEP) Plan has been provided to the NCDOT Office of Civil Rights for their comments and will undergo public review for 45 days along with the revisions to the MPOs Public Participation Policy.
- The LEP Plan will be released for public review on January 16<sup>th</sup> and complete a 45 day public review on March 3<sup>rd</sup>, 2014.
- The LEP Plan will be translated into Spanish and advertisements will be placed in both the Spanish language newspaper and on Spanish language radio stations within the MPO.
- All comments and responses will be presented at the March 20<sup>th</sup> TAC meeting for adoption of the LEP plan for the MPO.

## **11. Update to the Winston-Salem Urban Area MPO Public Participation Plan**

Presented by Kevin Edwards.

- At the July 19, 2012, meeting, the Winston-Salem Urban Area MPO's TAC approved the most recent version of the Public Participation Policy (P3).
- This policy provides requirements and tools for all public participation processes of the MPO.
- In 2013, the PART received notification from FTA that it's Section 5307 grant final report was deficient because it relies on the four Triad MPOs for the public participation requirements related to its Program of Projects (POP), and none of those entities referred to PART in their own policies.
- In addition to correcting this deficiency, this new version of the policy:
  1. Also references the WSTA and its POP;
  2. Corrects the public review period for the P3 to 45 days;
  3. Reorganizes and expands the policy, including provision of specific requirements relating to the major plans of the MPO, such as the Metropolitan Transportation Plan (MTP, formerly the LRTP) and the Metropolitan Transportation Improvement Program (MTIP).
- The full Draft P3 document can be found at: <http://www.cityofws.org/departments/transportation/planning/plans-and-studies/public-participation-policy-2014>.

A discussion ensued regarding PART.

## **12. Presentation of the Draft Wake Forest University Area Bicycle, Pedestrian and Transit Study**

Presented by Anne Eshleman, Alta/Greenways.

- In 2002 the City/County Greenway Plan included the Wake Forest Connector which was to serve as a link to Wake Forest University (WFU) to neighborhoods west of campus.
- In 2012 the scope of the plan expanded to include all neighborhoods around the WFU campus.
- In 2009 Reynolda Campus Master Plan was developed for recommendations for parking and vehicular traffic within the campus.
- The goals for the study include develop infrastructure and policy recommendations and establish a model for bicycle, pedestrian and transit studies.
- Input for the plan came from a stakeholder advisory group, stakeholder interviews and public outreach.
- Data for the plan will come from bicycle and pedestrian counts, WFU transportation survey and field analysis.
- Issues identified:
  - Need for connectivity and safety.
  - Traffic calming is needed at modal conflict points.
  - Separation of bicyclists and pedestrians from motorists where possible.
  - Cultural challenge to active modes and transit.
  - Funding is constrained.
  - Transit system should be more reliable and enhanced.
- Goals for the recommendations:
  - A mix of affordable short-term solutions and ideal long-term solutions.
  - Identify a set of key connections that will have a big impact on overall connectivity.
  - Identify critical policy changes for success of infrastructure.
  - Identify programs that make sense for Wake Forest University and Winston-Salem.
- Crash reduction factors:
  - Install sidewalk along roadway.
  - Install refuge islands.
  - Convert unsignalized intersection to roundabout.
  - Install countdown signals
  - Provide protected bicycle lanes.
- Parking may be less available in the future because of loss of existing spaces due to construction and/or increased campus population.
- Information is available at [www.walkbikeridewfu.com](http://www.walkbikeridewfu.com).

A discussion ensued regarding the definition of a protected bike lane.

## **13. 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.

**f. Title VI Update**

Presented by Fred Haith.

- Fred distributed a Title VI Coordinator responsibilities handout.
- The coordinator must ensure construction contractors, consultant contractors, suppliers and other recipients of federal-aid highway fund contracts administered through the MPO are being informed about their Title VI obligations and monitored
- The coordinator must review MPO and neighboring municipality program directives when necessary, in coordination with the Title VI liaisons from member jurisdictions. Where applicable, include Title VI language and related requirements.
- Future notices will be sent out regarding training opportunities.
- Title VI updates will now be included with staff reports.

**g. List of Federal Authorizations within the Winston-Salem Urban Area MPO for Fiscal Year 2012-2013**

No questions for staff.

**14. Review of the Draft Prospectus for Transportation Planning**

Presented by Greg Errett.

- 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 (UPWP).

- Transportation planning in the MPO continues to evolve to include changes in 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 (RPOs) to develop plans multi-modal “Comprehensive Transportation Plans” (CTP).
- Also, as a result of the 2000 United States Census, the MPO had expanded outside of Forsyth County for the first time bringing in new towns and counties, and had been designated as a Transportation Management Area (TMA).
- TMAs are MPOs which contains over 200,000 people within 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 and have become members of the MPO but have not been 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 also other small technical corrections and clarifications that need to be made.

**15. Review of the Process of Developing the Fiscal Year 2014-2015 Unified Planning Work Program (UPWP) and Self-Certification of the Transportation Planning Process for the Winston-Salem Urban Area MPO**

Presented by Greg Errett.

- We are beginning to identify what transportation planning studies and the MPO staff will need to complete during FY 2014-2015 (July 1, 2014 through June 30, 2015).
- Your community or agency is invited and encouraged to participate in the development of next year's UPWP by identifying and describing (in detail) any transportation planning studies or projects that should be completed next year.
- We will try to accommodate your requests as staff time and resources allow.
- If you have a request, please mail, e-mail or fax us by Monday February 24, 2014.
- From your suggestions and requests, the draft Fiscal Year 2014-2015 UPWP will be developed and presented at the March 20, 2014 TCC and TAC meetings and then sent to the NCDOT and to federal agencies by March 31, 2014 for their review and comment.
- Approval of the FY 2014-2015 UPWP will be considered at the May 29, 2014 meetings.
- We anticipate that the UPWP must be approved by the TAC by May 31, 2014.

**16. Review of the 2014 MPO Calendar of Activities**

Presented by Greg Errett.

- Change of the May 15 TCC/TAC Meetings to Thursday May 29, same times
- Next meeting February 20, 2014

**17. Other Business/Adjourn Meeting**

ADJOURNMENT 5:43 pm.