

**MINUTES
WINSTON-SALEM URBAN AREA
TRANSPORTATION ADVISORY COMMITTEE (TAC)
FEBRUARY 20, 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
James Taylor, Council Member, City of Winston-Salem
Allen Joines, Mayor, City of Winston-Salem
Brent Rockett, Commissioner, Town of Bethania
Nick Nelson, Mayor, Village of Clemmons
Leon Inman, Commissioner, Stokes County
Tracey Shiftlette, Alderman, Town of Kernersville
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

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

STAFF PRESENT:

Lee Rollins, Town of Bermuda Run
Marty Myers, Town of Lewisville
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
Jordan Bond, NCDOT
Stephen Hawryluk, Budget

RECORDING SECRETARY: Laura Whitaker, WSDOT

OTHERS: Regina Streed, Member, Winston-Salem Transit Authority (TAC Member, pending Ethics Commissions Review)

Chairman Williams read the ethics/conflict of interest statement and asked if any members had a conflict of interest or an item coming before the TAC. None did.

1. Citizen Comments

No one present.

By consensus an additional information item was added to the agenda.

10. Update of the State Ethics Compliance Requirements for TAC Members and Alternates Due April 15

Presented by Margaret Besette.

- Margaret distributed a Winston-Salem Urban Area MPO TAC Ethical Requirements handout.
- The Ethical requirements statement and an abstention from voting form will be included in every agenda book and available at all meetings.
- TAC members should complete this form and turn it in to Margaret Besette and abstain from voting on any item for which they have a conflict of interest.
- TAC members and alternates must submit the following by April 15, 2014:
 - Statement of Economic Interest – No change form or new/updated long form.
 - Real Estate Disclosure Form – New this year for all TAC members and alternates.
- The new forms can be:
 - Completed and submitted on-line;
 - Completed in an on-line fillable form, printed and mailed;
 - Printed in hard copy, completed manually and mailed; and,
 - Combination of online and hard copy.
- To get the forms in hard copy or to login and submit online, go to the Ethic Commission's page for MPOs:
www.ethicscommission.nc.gov/SEI/blankForm.aspx?type=MPO_ROP
- Contact Margaret by phone (747-7058) or email (margb@cityofws.org) with questions.
- Al Andrews, Assistant City Attorney, will attend the May TAC meeting to discuss conflicts of interest and to answer questions.

A discussion ensued regarding ethics.

Action Items

2. Consideration of the January 16, 2014 TAC Meeting Minutes

Presented by Chairman Larry Williams.

MOTION: Billy McCone moved approval of the minutes.

SECOND: James Taylor

VOTE:

FOR: Unanimous

AGAINST: None

3. Consideration of the Air Quality Conformity Determination Report 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.

- The MTIP amendment and Air Quality Conformity Analysis and Determination Report (AQCDR) must be approved prior to issuance of federal funds for the Interstate 40 project (I-911A).
- As required by the MPO's Public Participation Policy, the MTIP amendment and AQCDR for the I-911A project was released for public review on January 16, 2014 and was available for public review and comment for thirty (30) days ending on February 14, 2014.

MOTION: Allen Joines moved approval.

SECOND: Kenneth Rethmeier

VOTE:

FOR: Unanimous

AGAINST: None

4. Consideration of an Amendment and Modifications to the Fiscal Year 2012-2018 MTIP and NCDOT's STIP

Presented by Fred Haith.

- 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**
 - TIP Project U-2827B - Business 40 Bridge Replacements and Pavement Rehabilitation Project; Modify the Description to Include the 4th Street Bridge**
 - 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**
 - 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 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 STIP.
 - Four FY 2012-2018 MTIP items are before the TAC today.

- Two of the projects were revised in the STIP in September and November 2013: an amendment requiring transportation conformity is the Interstate 40 widening from west of NC 801 to west of Harper Road (I-911A) and 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).
- The other two are project modifications 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 to rename 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 were available for public review and comment for at least thirty (30) days--from January 16 through February 14.
- No comments were received.

A discussion ensued regarding the 4th Street Bridge over Business 40.

MOTION: Kenneth Rethmeier moved approval.

SECOND: Billy McCone

VOTE:

FOR: Unanimous

AGAINST: None

5. Consideration of the Prioritization 3.0 Evaluation Criteria and Point Assignment Process for the Winston-Salem Urban Area MPO

Presented by Fred Haith.

- Fred distributed a modified Winston-Salem Urban Area Metropolitan Planning Organization (WSUAMPO) Prioritization 3.0 Evaluation Criteria and Point Assignment Process report.
- P3.0 involves three evaluation processes:
 - A data driven, quantitatively scored estimate of project need provided by the NCDOT Strategic Prioritization Division,
 - The MPO priority score, and
 - 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 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 MPO draft Prioritization 3.0 Evaluation Criteria and Point Assignment Process was submitted to the NCDOT Strategic Prioritization Division for review and comment during the public review period.

- The process was released for public review on January 16 and completed a thirty (30) day public review on February 14, 2014.
- In order to make local priority point assignments, the NCDOT Strategic Prioritization Division must give final approval of the MPO process by May, 2014.
- WSUAMPO staff will score/rank all projects (Bicycle & Pedestrian/Highway/Public Transit/Aviation) according to the MPO approved Qualitative and Quantitative criteria.
- The highest ranked project in each mode (Aviation/Bicycle & Pedestrian/Highway/Public Transit) will receive the maximum allowance of Local Input Points (100 points).
- Preliminary point assignments: The remaining Local Input Points will be distributed by Winston-Salem DOT Staff, taking into account project rankings and input from coordination/negotiation meetings between the WSUAMPO, the NCDOT Division 9 Office, and neighboring MPOs.
- The preliminary point assignments will be available to the public on the MPO's STI webpage prior to final approval by the Winston-Salem Urban Area TAC.
- The final point assignments will be made by the Winston-Salem Urban Area TAC, based on Winston-Salem Urban Area TCC recommendations and public input.
- The final point assignments will be posted on the MPO's STI webpage:
<http://www.cityofws.org/departments/transportation/planning/sti-spot-prioritization>

MOTION: Kenneth Rethmeier moved approval.

SECOND: Allen Joines

VOTE:

FOR: Unanimous

AGAINST: None

6. Consideration of the Winston-Salem Urban Area MPO Federally Funded Projects Evaluation Process (STP-DA and TAP Funds)

Presented by Fred Haith.

- 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 was released for public review on January 16th and completed a thirty (30) day public review on February 14, 2014.
- Zero comments were received.

Fred stated that he had a response to Commissioner Whiteheart’s request regarding storm water runoff and added that copies of that response are available upon request.

A discussion ensued regarding additional funding issues.

Dan Besse stated that verbiage could be added to the end of the note for item 9 stating, “absent TAC approval of additional funds.”

MOTION: Kenneth Rethmeier moved approval of the item with the addition of “absent TAC approval of additional funds” to the end of the note for item 9.

SECOND: Billy McHone

VOTE:

FOR: Unanimous

AGAINST: None

7. Consideration of an Amendment to the Fiscal Year 2013-2014 Unified Planning Work Program (UPWP) for the Winston-Salem Urban Area MPO to Modify Section 5303 Transit Planning Funding Amounts by Work Task

Presented by Greg Errett.

- Each year the Winston-Salem Urban Area MPO is required to develop and approve a UPWP for transportation planning.
- The UPWP identifies what transportation planning projects and work tasks will be completed during the fiscal year and the estimated amount of federal and State highway and transit planning funds that will be used to complete the work, plus the required local matches.
- On March 21, 2013, the TAC approved the Fiscal Year 2013-2014 UPWP.
- In developing the UPWP, staff used a preliminary estimate of the amount of available Section 5303 transit planning funds of \$87,960.
- With a local 10% match of \$10,995 and a State 10% match of \$10,995, a total of \$109,950 was estimated to be available for the MPO to use for transit planning purposes.
- However, when the standard municipal agreement with the NCDOT was developed, the actual final amount of Section 5303 funds available for the MPO turned out to be \$85,400, or \$2,560 less than originally planned.
- With the required local and State matches of \$10,675, the total amount of funds actually available is \$106,750, or \$3,200 less than originally planned.
- With the reduction of \$3,200 of Section 5303 transit planning funds, some adjustments are needed for the individual work program tasks.
- The changes shown in the attached table reflect the figures provided by the NCDOT Public Transportation Division.
- Most of the changes to the UPWP are minor in nature with the exception of II-B-10, Transit Element of the LRTP (significant decrease), and III-D-3, Special Studies (significant increase).

- Also, two work program tasks, II-B-14, Rail, Waterway and Other Mode of the LRTP; and III-C-1, Title VI, were combined with other work program tasks to match the signed municipal agreement.

MOTION: Billy McHone moved approval.

SECOND: Dan Besse

VOTE:

FOR: Unanimous

AGAINST: None

Information Items

Additional information item:

Presented by Fred Haith.

- The Village of Clemmons would like to combine two TAC approved STP-DA projects.
- The Yadkin River Greenway - Phase 1 (no bridge) and Clemmons Road (US 158) Sidewalk will be combined into one project to save both time and resources.
- Additional information will be provided at the March Committee meeting.

A discussion ensued regarding TIP changes.

8. Review of the Draft Fiscal Year 2014-2015 Unified Planning Work Program (UPWP) for the Winston-Salem Urban Area MPO

Presented by Greg Errett.

a. Update of the Draft Prospectus for Transportation Planning

- Each year the Winston-Salem Urban Area MPO is required to develop and approve a Unified Planning Work Program (UPWP) for transportation planning.
- The UPWP identifies what transportation planning projects and work tasks will be completed during the fiscal year and the estimated amount of federal and State highway and transit planning funds that will be used to complete the work, plus the required local matches.
- Funding for next year's UPWP is significantly different than in past years as the MPO has received a very large portion of Section 104 (f) transportation planning funds and a large increase in Section 5303 transit planning funds.
- However, the Surface Transportation Program – Direct Attributable (STP-DA) Supplemental Planning Funds designated through the Metropolitan Transportation Improvement Program (MTIP) was reduced significantly to reflect the need to use older STP-DA funds which have not been fully programmed for projects yet.
- The UPWP's most important projects will be to continue to address the corrective actions described in the 2012 Federal Certification Review of the MPO; complete adoption process for the Fiscal Year 2014-2020 MTIP and air quality conformity determination; continue to work with NCDOT on Business 40 planning, travel demand modeling, and design; assist City Engineering with the Martin Luther King, Jr. Drive streetscape design

plans; complete the Peters Creek Parkway corridor improvement plan and the Reedy Fork Creek greenway feasibility study; refine the WSTA route and schedule plan, and identify/plan bus stop locations and needed improvements, and assist with a City of Winston-Salem Bond Referendum.

- The draft Fiscal Year 2014-2015 UPWP will be presented to the TCC and TAC at their March 20 meetings.
 - The final UPWP is due to NCDOT's Transportation Planning Branch by May 2, 2014.
- 9. Review of the Draft Self-Certification of the Transportation Planning Process for the Winston-Salem Urban Area MPO**

Presented by Greg Errett.

- The federal Moving Ahead for Progress in the 21st Century Act (MAP-21) requires the NCDOT and all MPOs in the state to annually certify to the FHWA and the FTA that their transportation planning processes are addressing the major issues of the urban area and are being conducted in accordance with all applicable provisions of federal law.
- To guide this self-certification process, NCDOT has provided the attached checklist.
- Staff has reviewed the checklist and provided a response to each of the items.
- Staff believes the Winston-Salem Urban Area MPO transportation planning process is adequately addressing the major issues of the urban area and is being conducted in accordance with all applicable provisions of federal law governing transportation planning.
- Also, in the fall of 2012, the FHWA and FTA conducted a formal review of the Winston-Salem Urban Area MPO's transportation planning process, and found that the process is being carried out in substantial compliance with the applicable provisions of 23 U.S.C. 134 and 49 U.S.C. 5304.
- Another formal review is scheduled to occur in 2016-2017.
- The corrective actions identified in the federal certification review in 2012 have been completed or are in process of being completed as per the schedule set by the federal agencies.

11. MPO Staff Reports

a. NCDOT Division 9 Transportation Projects Update

No questions for staff.

b. Forsyth County OEAP Air Quality Update

Presented by Cary Gentry.

- Cary distributed an air quality report.
- The National Highway Institute has new training available:
 - 142068 Air Quality Planning: Clean Air Act Overview.
 - 142069 Air Quality Planning: SIP and TCM requirements and policies.
 - 142070 Air Quality Planning: SIP Development Process
 - 142071 Air Quality Planning: Transportation Conformity

- Visit www.nhi.fhwa.dot.gov for more information.

c. Bicycle and Pedestrian Facilities Projects Update

No questions for staff.

d. Piedmont Authority for Regional Transportation Update

No questions for staff.

e. Winston-Salem Transit Authority (WSTA) Update

No question for staff.

f. Title VI Update

Presented by Fred Haith.

- MPO staff meets on a regular basis to discuss the status of Title VI implementation and compliance.
- Minutes of the meetings are maintained by the Title VI Coordinator.
- The current corrective actions deadlines for compliance have been met and our 90 day compliance period will end on February 20, 2014.
- Revisions have been made to the draft fiscal year 2014-2015 UPWP to include additional funding for Title VI and Environmental Justice to the work program.
- The MPO Prospectus update will be underway in 2014-2015 and will include specific Title VI requirements for the MPO's and partner agencies and municipalities.
- MPO wide training on Title VI requirements is under development as a part of the MPO Title VI Implementation Plan and will be included in all federal funding workshops for the MPO partners.
- The Title VI Coordinator and MPO staff developed a draft WSUAMPO LEP Plan including the four-factor analysis for the entire MPO planning area.

12. Review of the 2014 MPO Calendar of Activities

Presented by Greg Errett.

- Change of the May 29 TCC/TAC Meetings to Wednesday May 28, same times
- Next meeting March 20, 2014

13. Other Business/Adjourn Meeting

ADJOURNMENT 5:22 pm