

MINUTES
WINSTON-SALEM URBAN AREA
TRANSPORTATION ADVISORY COMMITTEE (TAC)
MARCH 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
Bill Whiteheart, Commissioner, Forsyth County
Norman Wilkes, Mayor, Town of Midway
Walter Marshall, Commissioner, Forsyth County
Mike Horn, Council Member, Town of Lewisville
Todd Yates, Commissioner, Davidson County
George Byrum, Mayor, Town of Midway
Brent Rockett, Commissioner, Town of Bethania
Tracey Shifflette, Alderman, Town of Kernersville
Allen Todd, Mayor, Town of Wallburg
Billy McHone, Mayor, Village of Tobaccoville
Kenneth Rethmeier, Mayor, Town of Bermuda Run

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

STAFF PRESENT:

Pat Ivey, NCDOT
Andy Bailey, NCDOT
Scott Rhine, PART
Cary Gentry, FCOEAP
Art Barnes, WSTA
Paul Norby, CCPB
Bill Marley, FHWA
Toneq' McCullough, WSDOT
Matthew Burczyk, WSDOT
Dewey Williard, WSDOT
Kaori Fujisawa, WSDOT
Greg Errett, WSDOT
Wendy Miller, WSDOT
Kevin Edwards, WSDOT
Fred Haith, WSDOT
Jeff Hatling, Kernersville

RECORDING SECRETARY: Laura Whitaker, WSDOT

- **Chairman Williams read the Ethics Awareness and Conflict of Interest Statement.**

Chairman Williams stated that the City-County Planning Department was recognized by the American Planning Association for outstanding comprehensive planning in 2013.

By consensus, information items 8b, 9 and 10 were changed to actions items and one additional action item was added to the agenda.

1. Citizen Comments

No one present.

Action Items

2. Consideration of the February 20, 2014 TAC Meeting Minutes

Presented by Chairman Larry Williams.

Dan Besse stated that he had requested the May meeting be re-scheduled for the May 27 not May 28.

MOTION: Dan Besse moved approval of the corrected minutes.

SECOND: Billy McHone

VOTE:

FOR: Unanimous

AGAINST: None

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

Presented by Greg Errett.

- 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 match.
- 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.

MOTION: Tracey Shifflette moved approval.

SECOND: Allen Todd

VOTE:

FOR: Unanimous
AGAINST: None

4. Consideration 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 a 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.

MOTION: Billy McHone moved approval.

SECOND: Ken Rethmeier

VOTE:

FOR: Unanimous
AGAINST: None

5. Consideration of the Winston-Salem Urban Area MPO Public Participation Plan

Presented by Kevin Edwards.

- In 2013, the PART received notification from the FTA that its 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 also:
 1. References the Winston-Salem Transit Authority (WSTA) and its POP;
 2. Corrects the public review period for the Public Participation Plan (P3) to 45 days; and
 3. Reorganizes and expands the policy, including provision of specific requirements relating to the major plans of the MPO, such as the MTP, formerly the LRTP and the MTIP.

- To fulfill a requirement of the P3, the draft document was presented at the January 16 TAC meeting and immediately became available for public review and comment through March 3, 2014. No formal written comments were received on the revised public participation policy plan.
- The full P3 document can be found at:
<http://www.cityofws.org/departments/transportation/planning/plans-and-studies/public-participation-policy-2014>.

MOTION: Billy McHone moved approval.

SECOND: Allen Todd

VOTE:

FOR: Unanimous

AGAINST: None

6. Consideration of the Proposed Limited English Proficiency (LEP) Plan for the Winston-Salem Urban Area MPO

Presented by Fred Haith.

- Fred distributed a Winston-Salem Urban Area MPO Limited English Proficiency Plan handout.
- As a part of the August, 2013 NCDOT Office of Civil Rights audit of the Winston-Salem Urban Area MPO, several deficiencies in the MPO's planning process 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. The 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 LEP Plan was provided to the NCDOT Office of Civil Rights for their comments and has been available for public review for 45 days along with the revisions to the MPOs Public Participation Policy.
- The LEP Plan was available for public review for at least 45 days from January 16 through March 3, 2014.
- The LEP Plan was translated into Spanish and advertisements were placed in both the Spanish language newspaper and on Spanish language radio stations within the MPO.

MOTION: Norman Wilkes moved approval.

SECOND: Ken Rethmeier

VOTE:

FOR: Larry Williams, Dan Besse, Bill Whiteheart, Norman Wilkes, Walter Marhsall, Mike Horn, Todd Yates, Brent Rockett, Tracey Shifflette, Allen Todd, Billy McHone, Dan Pugh, Kenneth Rethmeier.

AGAINST: Allen Todd

The TAC decided to consider information item 7 related to the federal funding process prior to consideration of item 8b.

7. Review of a Modification to the Winston-Salem Urban Area MPO Federally Funded Projects Evaluation Process (STP-DA and TAP Funds)

Presented by Fred Haith.

- Fred distributed a Winston-Salem Area MPO federal funded projects process handout.
- STP-DA is a federal transportation funding program that provides flexible funding to states for highway, bridge, transit capital, intercity mass transportation, bicycle and pedestrian projects among other project types.
- The program is authorized by federal transportation bills, the most recent of which was SAFETEA-LU back in 2005, which has been extended several times by Congress since 2009.
- States are required to make some of these funds available to be obligated directly by urbanized areas over 200,000 in population.
- These direct attributable funds are allocated by MPOs to member jurisdictions.
- The WSMPO undertakes this process by issuing calls for projects.
- If an approved project is canceled, the reallocation of the unspent funds must be approved by the TAC.
- If the cost estimate has increased by more than 10% when it comes time to implement the project, the TAC must be informed before proceeding.
- Only safety projects supported by the NCDOT Division 9 Office and STIP-MTIP projects may be brought to the attention of the TAC and considered for funding outside the scheduled call for projects.
- Item 8b is a safety project proposed by NCDOT Division 9.

A discussion ensued regarding making the item an action item.

MOTION: Bill Whiteheart moved approval.

SECOND: Mike Horn

VOTE:

FOR: Unanimous

AGAINST: None

8. Review of an Amendment and a Modification to the Fiscal Year 2012-2018 Metropolitan Transportation Improvement Program (MTIP) and the North Carolina Department of Transportation State TIP (STIP)

b. Modify the MTIP to Add Federal Surface Transportation Program – Direct Attributable (STP-DA) and Highway Safety Improvement Program (HSIP) Funds to Improve the Hickory Tree Road/Mendenhall Drive Intersection in Davidson County

Presented by Pat Ivey.

- A left turn lane is needed on Hickory Tree Road onto Mendenhall Road.
- This intersection has had a high rear-end accident rate as motorists wait for a gap on Hickory Tree Road to turn left onto Mendenhall Road.
- This project has been studied by the NCDOT Transportation Mobility and Safety office.
- The benefit/cost ratio justifies using \$250,000 of safety funds for this project.

MOTION: Billy McHone moved approval.

SECOND: Todd Yates

VOTE:

FOR: Unanimous

AGAINST: None

9. Review of the Modified Fiscal Year 2011-2012 New Freedom Funded List of Projects

Presented by Kaori Fujisawa.

- On May 17, 2012, the Winston-Salem Urban Area MPO approved five projects for New Freedom funding after a competitive selection process based on a proposed allocation of \$135,247.
- The Fiscal Year 2012 allocation of federal New Freedom funds for the Winston-Salem Urban Area was adjusted in the final Federal Register notice to \$104,092. The five applicants for the projects were notified of the reduced funding and each allocation was adjusted proportionally.
- During the contract process with the project recipients, the Piedmont Triad Regional Council RSVP Program was unable to perform the services applied for during the competitive selection process and declined to accept the grant funding of \$28,477.
- The table “Winston-Salem Urban Area New Freedom (FTA Section 5317) Modifications” outlines the proposal to reallocate the unused and available funds to reestablish the original FY 2012 awarded amount to the five current project recipients as well as proportionally distribute the remaining balance of funds shown in yellow and totaling \$5,845.
- The federally approved Program Management Plan (PMP) for the FTA Section 5317 grant authorizes the Winston-Salem Urban Area TAC to approve the awarding of these funds to project recipients.
- To reallocate the FTA funds, the Winston-Salem Urban Area Fiscal Year 2012-2018 MTIP must be modified to show the new funding amounts.

A discussion ensued regarding why some agencies were receiving fewer funds than others.

MOTION: Walter Marshall moved approval.

SECOND: Bill Whiteheart

VOTE:

FOR: Unanimous

AGAINST: None

10. Review of the Fiscal Year 2012-2013 JARC and Section 5310 List of Projects

Presented by Kaori Fujisawa.

- The Moving Ahead for Progress in the 21st Century (MAP-21) transportation bill revised the two FTA human service transportation programs under existing FTA Section grants for Urbanized Areas.
- The Job Access and Reverse Commute (JARC) program is now a part of the existing Section 5307 grant and provides transportation for low-income individuals to have access to work opportunities.
- The Enhanced Mobility for Seniors and Individuals with Disabilities (previously New Freedom) is now part of the existing Section 5310 grant and provides services and facility improvements to address the transportation needs of the elderly and persons with disabilities.
- Through the collaborative efforts of local transportation providers and human services agencies, the community's needs were identified in the *Public Transportation-Human Services Coordination Plan* revised in 2010.
- For both FTA programs, the Winston-Salem Urban Area MPO receives formula-based funding allocations that can be applied to projects and programs.
- An additional requirement for Section 5310 funds is that 55% of the total amount must be used for capital expenditures.
- The MPO has requested a clarification of the FTA rules on contracting for services as an eligible capital expense and a determination is still pending.
- Although no longer required, the MPO has chosen to continue using a competitive selection process to award these funds.
- The competitive grant selection process uses the community's identified needs and the plan's approved criteria for project selection by the MPO.
- For the FY 2013 grant awards, the Winston-Salem Urban Area call for projects began on October 17, 2013, with the issue of a request for projects and legal advertisements.
- A community workshop for grant recipients was held on October 30, 2013.
- Applications were due on November 25, 2013 and nine projects were independently reviewed and evaluated by a special committee comprised of members of the Greensboro MPO staff.
- The 2012-2018 MTIP was amended to include JARC and Section 5310 funds on September 19 and November 21, 2013 respectively.
- The 2012-2018 STIP was amended to include the Section 5310 funds on February 6, 2014.

A discussion ensued regarding administration costs.

A discussion ensued regarding an overlap of services.

A lengthy discussion ensued regarding the increase in funds for The Shepherd's Center.

A discussion ensued regarding verifying services provided.

MOTION: Billy McHone moved approval.

SECOND: Walter Marshall

VOTE:

FOR: Unanimous

AGAINST: None

Additional Item

Consideration of a resolution modifying the Winston-Salem Urban Area Fiscal Year 2012-2018 Metropolitan Transportation Improvement Program (MTIP) to accept Fiscal Year 2013-2014 Federal Transit Administration (FTA) Section 5307 funds for operating assistance for the Winston-Salem Transit Authority (WSTA) and Job Access and Reverse Commute (JARC) agencies and Section 5310 funds for Enhanced Mobility for Seniors and Individuals with Disabilities.

Presented by Art Barnes.

- 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 \$4,091,249 in Section 5307 funding for operating and capital assistance in Fiscal Year 2013-2014 for transit services.
- 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 total amount of \$4,036,249 and \$55,000 to JARC agencies.
- The FTA Section 5310 funds for Enhanced Mobility for Seniors and Individuals with Disabilities is allocated to the Winston-Salem Urbanized Area and grant funds are provided through a competitive process to select the program of projects.
- The 2014 allocation of funds is \$337,462 and will be programmed during the fall of 2014.
- In order for WSTA and JARC agencies to receive the Section 5307 funds and to program the Section 5310 grants, the 2012-2018 MTIP must be modified to include operating and capital assistance for WSTA and JARC agencies funded from Section 5307 funds totaling \$4,091,249 and Section 5310 funds totaling \$337,462.

MOTION: Bill Whiteheart moved approval.

SECOND: Allen Todd

VOTE:

FOR: Unanimous

AGAINST: None

Information Items

8. Review of an Amendment and a Modification to the Fiscal Year 2012-2018 Metropolitan Transportation Improvement Program (MTIP) and the North Carolina Department of Transportation State TIP (STIP)

a. TIP Project TQ-6170 – Amend the MTIP to Add Federal Transit Administration (FTA) Section 5310 (Elderly and Persons with Disabilities) Funds for Elderly Transit Services in the Town of Kernersville

Presented by Jeff Hatling.

- Kernersville has applied a \$60,000 grant for the targeted transit assistance program 5310 elderly and disabled.
- The funds would be provide a Kernersville senior shuttle service for eligible riders who are elderly and may also have a disability, since a fixed-route service is unavailable in the Town of Kernersville.
- The transit service would operate two days a week and provide service to local shopping, dining, recreational activities within the town limits and to the Kernersville Senior Enrichment Center.
- The shuttle service would provide transportation services for approximately 6 senior living centers (upwards of 450 units).

11. Review of the WSTA Comprehensive Operational Analysis

Presented by Kaori Fujisawa.

- The City of Winston-Salem recently partnered with the WSTA to complete a Comprehensive Operational Analysis (COA) to identify transit needs and to help redesign WSTA's entire transit network.
- In the past, route modifications have been instituted incrementally without a long range planning strategy.
- The City recognized the need for a wide ranging study and reinvention of the transit network to achieve the following major objectives:
 1. To provide current transit riders better service and
 2. To encourage and promote the use of public transit for all citizens.
- In order to make public transit more accessible and attractive to current and potential riders, the first step was to understand the current demand and patterns of mobility in the city.
- The Origin Destination (O-D) study helped to identify the current trip patterns and needs in the city.
- Based on the O-D study results, combined with other data, the City and WSTA are currently planning for improved transit services to make the system more efficient and better serve the travel needs of our community.
- The final summary of the O-D study is available at <http://www.cityofws.org/departments/transportation/bus-service/origin-destination-study-2013>

- The COA also examined the automatic rider count data from WSTA's buses as well as the locations of major employers with 50 or more employees, subsidized housing and apartment complex locations, and major trip generators such as colleges, hospitals, and shopping centers.
- The final study recommends 25 new routes within the City of Winston Salem including three circulator routes for future implementation.
- Transfer points, in addition to the Transit Center, will improve efficiency for riders with trips that have origins and desired final destinations outside of downtown.
- Examples of potential transfer points include: Hanes Mall, Sturmer Park Circle on University Parkway, the Forsyth County Health Department, Forsyth Tech's East and West Campuses, Forsyth Medical Center, Winston-Salem State University, Union Station, Goodwill Industries and other large shopping centers.
- The initial results of the O-D study and proposed revisions to the WSTA fixed bus routes are currently being reviewed by the WSTA Board and the Winston-Salem City Council.
- Prior to revisions to the WSTA routes, a series of public meetings and public comment opportunities will be held throughout the service area.
- Once the final routes and system has been established, there are additional tasks to be completed, including: bus route schedules, plans for transfer points, identifying bus stops and shelter locations, production and placement of new signage and informational materials, and updates to the WSTA website.

A discussion ensued regarding Beeson Dairy Road.

Walter Marshall requested more detailed route maps.

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

Presented by Margaret Bessette.

- SEI and Real Estate Disclosure filing is due April 15, 2014.
- Margaret does not need copies.

13. Presentation on the Piedmont Authority for Regional Transportation (PART)

Presented by Scott Rhine.

- In 1989 mayors, city managers and local transportation professionals met to discuss the transportation services and coordination needs between jurisdictions of the Triad.
- In 1997, a transportation study of the Piedmont Triad Region was completed.
- In June of 1997, the NC General Assembly passes Article 27, GS160A authorizing the formation of a regional transportation authority.
- The assembly appropriated \$750,000 to conduct two separate rail corridor studies in the Triad.
- Authorization for new revenue sources to fund regional transportation programs was established.
- In the fall of 1997 representatives of local governments met to arrange for the formation of a regional transportation authority.

- On October 6, 1998 the PART Board of Trustee held its inaugural meeting and established a work program, adopted a business plan and began meeting on a regular schedule.
- 30% of Piedmont Triad workers live in one county and work in another.
- PART connects major cities across its member counties.
- PART's mission is to enhance the quality of all forms of transportation through the efficient use and protection of natural, economic and human resources.
- PART regional funding options include: 5% sales tax of rental vehicles (utilized); \$1 – \$8 vehicle registration fee (not utilized); and ½ cent sales referendum for Guilford and Forsyth and ¼ cent for all other county members (not utilized).
- Regional service connects major Triad cities, provides access to regional employers, links local transit systems and is an affordable means of transportation.
- There are fourteen routes supported by 26 park and rides lots.
- Urban and rural fares with a 31-day and 10 ride pass are available.
- There are special fares for medical and Amtrak connector.
- Ticket sales are available online.
- The Transportation Demand Management (TDM) programs offer choices to the single occupancy vehicle and helps mitigate traffic congestion.
- PART also has a vanpool program where citizens can lease one of 7 and 15 passenger seat vans.
- The Best Workplaces for Commuters Program recognizes employers who encourage employees to use alternative transportation by providing commuter benefits.
- Regional transportation planning includes air quality conformity; travel demand modeling; regional transit and transportation studies; coordination of regional transportation and transit issues; training related to transportation; transit and health communities; route and service planning; cost of housing and transportation and public engagement.
- Planning initiatives include alternatives analysis, Piedmont Triad seamless mobility study, regional transit development plan, regional transit map and Piedmont Together.

Mike Horn requested a copy of the presentation.

14. 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. Winston-Salem Transit Authority (WSTA) Update

No questions for staff.

15. Review of the 2014 MPO Calendar of Activities

Presented by Greg Errett.

- There will be a Business 40 meeting tonight at Enterprise Center at 6 pm.
- Next meeting **Tuesday May 27, 2014.**

16. Other Business/Adjourn Meeting

ADJOURNMENT 6:21 PM.