

**1 DURHAM-CHAPEL HILL-CARRBORO METROPOLITAN PLANNING ORGANIZATION**

**2 TECHNICAL COMMITTEE**

**3 October 27, 2021**

**4 MINUTES OF MEETING**

5 The Durham-Chapel Hill Carrboro Metropolitan Planning Organization Technical Committee met  
 6 on October 27, 2021 at 9:00 a.m. through a teleconferencing platform. The following  
 7 members were in attendance:

- 8 Ellen Beckmann (Chair) Durham County
- 9 Nishith Trivedi (Vice Chair) Orange County
- 10 Evan Tenenbaum (Member) City of Durham Transportation
- 11 Tasha Johnson (Member) City of Durham Public Works
- 12 Tom Devlin (Member) City of Durham Transportation
- 13 Kayla Seibel (Member) City of Durham Planning
- 14 Lynwood Best (Member) City of Durham
- 15 Brooke Ganser (Member) Durham County
- 16 Scott Whiteman (Member) Durham County
- 17 Tina Moon (Member) Carrboro Planning
- 18 Zach Hallock (Member) Carrboro Planning
- 19 Bergen Watterson (Member) Town of Chapel Hill
- 20 Josh Mayo (Member) Town of Chapel Hill
- 21 Margaret Hauth (Member) Town of Hillsborough
- 22 Chance Mullis (Member) Chatham County Planning
- 23 John Hodges-Copple (Member) TJCOG
- 24 Julie Bogle (Member) NCDOT TPD
- 25 Brandon Jones (Member) NCDOT Division 5
- 26 John Grant (Member) NCDOT Traffic Operations
- 27 Kurt Stolka (Member) The University of North Carolina
- 28 Tom Altieri (Member) Orange County Planning
- 29 Theo Letman (Member) Orange Public Transportation
- 30 Travis Crayton (Member) Research Triangle Foundation
- 31 Bill Judge (Alternate) City of Durham
- 32 Evian Patterson (Alternate) City of Durham Transportation
- 33 David Keilson (Alternate) NCDOT Division 5
- 34 Bryan Kluchar (Alternate) NCDOT Division 8
- 35 Matt Cecil (Alternate) Chapel Hill Transit/Planning
- 36 Meg Scully (Alternate) GoTriangle
  
- 37 Joe Geigle, Federal Highway Administration
- 38 Rachel Stair, Raleigh-Durham Airport Authority
- 39 Sean Egan, City of Durham
- 40 Tracy Parrott, NCDOT Division 5
- 41 Tamara Njegovan, NCDOT Division 7
- 42 Brandon Dawson, Chatham County Planning

- 43 Cy Stober, City of Mebane
- 44 Aaron Cain, DCHC MPO
- 45 Anne Phillips, DCHC MPO
- 46 Andy Henry, DCHC MPO
- 47 Dale McKeel, City of Durham/DCHC MPO
- 48 Yanping Zhang, DCHC MPO
- 49 Kayla Peloquin, DCHC MPO
- 50 Jake Ford, DCHC MPO
- 51 Filmon Fishastion, DCHC MPO
- 52 Mariel Klein, DCHC MPO

53 Quorum count: 27 of 31 voting members

54 Chair Ellen Beckmann called the meeting to order at 9:00 a.m.

55 **PRELIMINARIES:**

56 **1. Roll Call**

57 The roll call was completed using the Zoom participant list. Aaron Cain said once official  
58 notification is received, Brandon Dawson will replace Chance Mullis as the voting member for  
59 Chatham County.

60 **2. Adjustments to the Agenda**

61 Aaron Cain said a request from GoTriangle for a letter of support for a Federal Transit  
62 Administration (FTA) Grant will be added to the agenda as item 14b.

63 **3. Public Comments**

64 There were no public comments.

65 **CONSENT AGENDA:**

66 **4. Approval of the September 22, 2021 TC Meeting Minutes**

67 **5. Transportation Improvement Program Amendment #8**

68 Anne Phillips, LPA Staff

69 **6. FY22 UPWP Amendment #1**

70 Mariel Klein, LPA Staff

71 **7. S-Line Letter of Support – CRISI 2020**

72 Kayla Peloquin, LPA Staff

73 There was no discussion on the consent agenda. Bergen Watterson made a motion to  
 74 approve the consent agenda. Margaret Hauth seconded the motion. The motion passed  
 75 unanimously.

76 **ACTION ITEMS:**

77 **8. Federal Funding Policy Update**  
 78 **Anne Phillips, LPA Staff**

79 Anne Phillips said the MPO Board released the Federal Funding Policy for public  
 80 comment at their October 13 meeting, and so far one comment has been received from Triangle  
 81 J Council of Government (TJCOG) stating the rubric is not suitable for the Transportation  
 82 Demand Management (TDM) program. Anne Phillips said the previous policy prioritized TDM for  
 83 Congestion Mitigation and Air Quality Improvement (CMAQ) funding, and similar language will  
 84 be added to the new policy. Anne Phillips summarized the discussion at the October 13 MPO  
 85 Board meeting, stating that discussion centered around racial equity, and said the Durham  
 86 members wanted to raise the maximum funding cap. Anne Phillips said the funding cap for any  
 87 jurisdiction remains at 65% because there was not consensus among Board members to adjust  
 88 the cap.

89 Tina Moon said the loss of direct apportionment is still a concern for smaller jurisdictions  
 90 such as the Town of Carrboro as they have been forced to delay projects due to lack of  
 91 complete funding. Tina Moon expressed appreciation for the MPO's willingness to  
 92 accommodate projects when there are cost overruns. Bergen Watterson said Chapel Hill shares  
 93 those concerns as a smaller municipality as it is problematic to lose a guaranteed source of  
 94 funding, which could lead to issues starting projects. Bergen Watterson stated that the direct  
 95 apportionment has provided the only opportunity for Chapel Hill to fund bicycle and pedestrian  
 96 projects. Anne Phillips reminded TC members of the legislation behind this funding source and  
 97 said it would be in the MPO's best interest to follow the procedure of all other NC MPOs. Chair  
 98 Ellen Beckmann mentioned that project phase will be highly valued in the rubric, so projects

99 already underway will be prioritized. Anne Phillips added that existing funded projects will go  
100 through a simplified process for additional funding.

101 Joe Geigle stated that Congress can rescind funds that are not authorized at any time,  
102 so banked funds are vulnerable to rescission. There was a discussion about previous  
103 rescissions that have affected the MPO. Chair Ellen Beckmann said she thinks the rubric  
104 adequately addresses the concerns of smaller jurisdictions. Anne Phillips said she is reluctant to  
105 do a separate call for projects for existing projects as the calls take a lot of staff time. Anne  
106 Phillips stated the timeline for this year's call for projects is rushed because the CMAQ deadline  
107 has been moved up.

108 Chair Ellen Beckmann said the City of Durham should be allowed to receive at least its  
109 proportional share of population of municipal jurisdictions within the MPO boundaries. Aaron  
110 Cain said that based on the updated 2020 Census, the City of Durham includes 57% of the  
111 MPO's overall population. There was a discussion on how counties use this funding as well.  
112 Anne Phillips noted that regional organizations such as TJCOG and GoTriangle can apply for  
113 this funding for a project in any jurisdiction, in which case that funding would not count towards  
114 the cap for that jurisdiction. Chair Ellen Beckmann said the cap should be higher than the share  
115 that is typically received to not disadvantage City of Durham projects. Aaron Cain said the City  
116 of Durham accounts for 75% of the MPO's municipal population and disagreed that the  
117 municipal only share of population should be the minimum cap and reiterated the following  
118 reasons: 1) Counties also rely on this funding and 2) Regional projects that are funded in a  
119 municipality do not count towards the municipalities cap. Aaron Cain mentioned that the TC  
120 subcommittee thought a 75% cap was too high, so the 65% cap was agreed upon to balance  
121 regional needs and the needs of all of the jurisdictions.

122 Bill Judge said the City of Durham's concern is more about the Environmental Justice  
123 (EJ) populations. Bill Judge pointed out that this is a working policy that can be adjusted after  
124 seeing results from a call for projects. Aaron Cain said the rubric is set up so that significant

125 points are awarded by demonstrating the project benefits EJ populations, therefore it is  
126 anticipated that more than 65% of the funding will go towards EJ populations. Meg Scully  
127 emphasized focusing not solely on where the project is located, but more so on what population  
128 the project serves. Anne Phillips emphasized the role of the MPO as a regional organization to  
129 support regional mobility, so investment throughout the region is key, especially for EJ  
130 populations.

131 Margaret Hauth supported channeling the funding in a fully compliant and efficient way  
132 that is in line with other MPOs. Margaret Hauth said that it is time for a change in policy and that  
133 we can try it out to for a funding cycle and then make adjustments to the policy as necessary.  
134 Aaron Cain mentioned the full transition of moving funds from local discretionary to the Regional  
135 Flexible Funding (RFF) would not occur until FY25. There was a discussion on banked funds  
136 and the transition process to RFF. There was a discussion on the use of funding to support local  
137 staff doing regional planning through the Unified Planning Work Program (UPWP). Chair Ellen  
138 Beckmann said the MPO needs to ensure efficient use of funds to meet the needs of all  
139 jurisdictions that will be discussed further through the Governance Study and the UPWP  
140 development process. Bill Judge mentioned that each project is limited to a maximum of 40% of  
141 the total funding, so it is important to get as much funding in one pot as possible. Bill Judge  
142 added that TJCOG's request is reasonable but may need to be limited in some way. Anne  
143 Phillips said work is still underway with TJCOG on how to make the process for them  
144 transparent. The MPO Board will still be voting on any funding granted to the TDM program.

145 Chair Ellen Beckmann asked if the Surface Transportation Block Grant – Direct  
146 Attributable (STBG-DA) historically provided to transit agencies will be incorporated into the  
147 RFF pot. Anne Phillips said STBG-DA funding will remain in place for now due to the uncertainty  
148 of how long the COVID-19 pandemic will affect transit systems. There was consensus to revisit  
149 this topic in FY24 after meeting with transit agencies and assessing the COVID-19 pandemic.  
150 Meg Scully mentioned that transit is the only service provided, which is much different from

151 planning capital projects. Chair Ellen Beckmann requested that data on municipal populations  
152 be added for additional context when this policy is presented to the MPO Board as well as a  
153 note on when the phase out of STBG-DA local discretionary would occur and that transit would  
154 be considered at that time. Chair Ellen Beckmann appreciated the transparency in the process  
155 and the work and collaboration involved.

156 Travis Crayton made a motion to recommend the MPO Board adopt the Federal Funding  
157 Policy. John Hodges-Copple seconded the motion. The motion passed unanimously.

158 **9. Surface Transportation Block Grant – Direct Attributable (STBG-DA) and**  
159 **Transportation Alternative Program (TAP) Funding Distribution for FY23**  
160 **Mariel Klein, LPA Staff**

161 Mariel Klein reviewed the allocations of STBG-DA and TAP funds for FY23 and the local  
162 discretionary funding that has been distributed based on the 2020 Census numbers. Mariel  
163 Klein said that once funds programmed in the UPWP are removed from the local discretionary  
164 allocation, the leftover amount will be what is available to program. Evan Tenenbaum asked for  
165 clarification on if the local discretionary pot includes already committed funds. Mariel Klein  
166 responded that already committed funds are not reflected in the totals and she will distribute the  
167 amounts of already programmed funds and what will be available for programming in the FY23  
168 UPWP to all jurisdictions. Chair Ellen Beckmann asked if the \$1.4 million for LPA Routine  
169 Planning is an estimate. Mariel Klein said it is the same as what was approved in last year's  
170 UPWP and the local discretionary has changed as new 2020 Census data have become  
171 available and new 2019 transit data has been applied to the transit calculations. Chair Ellen  
172 Beckmann thanked Mariel Klein for presenting this information that illustrates how money flows  
173 to different categories and that removing the local discretionary and transit set aside would  
174 double the amount of RFF available.

175 Aaron Cain noted that the TAP allocation is much larger than usual and represents two  
176 years of TAP funding. Last year, it was advised to not assume any TAP distribution due to  
177 uncertainty of the Federal Transportation Budget, so this total includes last year's allocation.

178 Tina Moon asked if there is an average inflation cost used or if it is project specific. Aaron Cain  
 179 said he has heard various inflation estimations used ranging from 2.5%-5%. Aaron Cain added  
 180 that high contingencies are included for capital projects due to increasing right of way costs.

181 Tom Devlin made a motion to recommend that the MPO Board approve the FY23  
 182 distribution of STBG-DA and TAP funds. Margaret Hauth seconded the motion. The motion  
 183 passed unanimously.

184 **10. Advanced Notification of FY23 Call for Projects**  
 185 **Anne Phillips, LPA Staff**

186 Anne Phillips said the FY23 call for projects will be issued on November 15, a few days  
 187 after the MPO Board hopefully adopts the policy on November 10. Anne Phillips said DCHC  
 188 strongly encourages bicycle and pedestrian, transit, and TDM projects. Anne Phillips stated that  
 189 all funding sources require a 20% local match. A hybrid system will be used during the transition  
 190 to RFF. Anne Phillips stated that the FY22 UPWP amounts were used to develop an  
 191 approximation of local discretionary funds, and these numbers would be updated once  
 192 organizations submit their FY23 UPWP requests. Anne Phillips shared the schedule and said a  
 193 pre-submittal meeting will be held on November 29. Bill Judge requested a meeting with the City  
 194 of Durham to finalize their amount of discretionary money. Anne Phillips noted that local  
 195 discretionary funding is not guaranteed, jurisdictions have to justify how they will use the  
 196 funding.

197 This item was for informational purposes; no further action was required by the TC.

198 **11. UPWP Prospectus for Continuing Transportation Planning for the DCHC MPO**  
 199 **Mariel Klein, LPA Staff**  
 200 **Aaron Cain, LPA Staff**  
 201

202 Mariel Klein said the MPO’s prospectus has not been updated in several years and  
 203 explained that the prospectus outlines the scope of work the MPO will undertake and includes  
 204 guidelines for how money can be allocated and requested in the UPWP process. While the  
 205 prospectus provides an overview of how the MPO functions, Mariel Klein said the main purpose

206 is to outline and describe task codes used in the UPWP development process to allocate  
207 funding to certain tasks. Mariel Klein pointed out that expenditure and financial tables will need  
208 to be updated with new task codes. Mariel Klein will send out a table comparing current and  
209 proposed task codes to highlight the changes. Scott Whiteman stated that some task codes are  
210 difficult to distinguish from one another as there are so many of them, and asked if NCDOT or  
211 FHWA requires the codes to be that specific. Mariel Klein said the number of codes will not be  
212 reduced but the task codes will become a little more generalized.

213 Tom Devlin made a motion to recommend that the MPO Board approve the UPWP  
214 Prospectus to be implemented in the development and execution of the FY22-23 UPWP.

215 Chance Mullis seconded the motion. The motion passed unanimously.

216 **12. Authorization for New Planner Position**  
217 **Aaron Cain, LPA Staff**

218 Aaron Cain summarized the request for a new Full Time Employee (FTE) entry level  
219 planner position to support the senior staff members. This request would convert a part-time  
220 position into a full-time position and there is no request for additional funds for the position. John  
221 Hodges-Copple recognized the need at the MPO for another FTE, but said that it seems  
222 unusual to change staffing when a Governance Study is underway. Aaron Cain responded that  
223 the timeline for the Governance Study is still unknown and has been underway for two years, so  
224 the request is being brought forward now in order to get into the City of Durham's budget  
225 process, preferably as a mid-year hire. Bill Judge said that the City of Durham as the Lead  
226 Planning Agency (LPA) requires approval by City Council for an FTE; however, because the  
227 UPWP will fund the position and there is no impact on the City's budget, it is possible. Bill Judge  
228 said that if the need for additional staff is urgent, hours of the current part-time employee could  
229 be increased, or a temporary agency could be used. Aaron Cain clarified that it is expected this  
230 position would be fully encompassed in the MPO's existing budget. Meg Scully pointed out that  
231 the number of part-time staff the MPO needs to get the work done would provide sufficient



232 budget for an FTE. Meg Scully added that the MPO has been lucky in the past with quality part-  
233 time employees who are willing to stick around, and that she understands the issues related to  
234 getting positions created but hopes that the position can be fully funded.

235 Chair Ellen Beckmann echoed John Hodges-Copple's concern about the Governance  
236 Study and said the TC and Board need an update from the consultants prior to moving forward  
237 with this request as adequate staffing is a topic of the study. Bill Judge said the pre-submittal  
238 process for the City's budget development process is beginning now and the process officially  
239 kicks off in January 2022. Bill Judge said there have been discussions of additional needs within  
240 the MPO, and ideally the results from the Governance Study would be available so that if there  
241 needs to be more than one FTE, all positions can be packaged in the same request. Aaron Cain  
242 said that ideally the Governance Study would recommend an additional FTE or perhaps more,  
243 but is concerned that will not happen in a timely manner, so would like to move forward sooner  
244 with the City's budget process because it is much easier to remove an item from the budget  
245 than adding an item. Aaron Cain said he would like to move this item forward as the request is  
246 not for additional funding, just the authorization to add the additional position.

247 Margaret Hauth expressed support for moving ahead with the staff's recommendation  
248 because it is difficult to get a new staff position funded and it is a good idea to let the MPO  
249 Board know that the staff is starting the process of seeking a new position. Chair Ellen  
250 Beckmann said she appreciates that MPO staff are raising this issue and acknowledged the  
251 Governance Study has lingered. Chair Ellen Beckmann suggested modifying the language of  
252 the motion to only initiate the process and ask the Board what information they would need to  
253 approve the request of an additional FTE for the MPO. Chance Mullis said he felt comfortable  
254 following MPO staff's recommendation of asking the MPO Board to authorize the position.

255 Chance Mullis made a motion to recommend the Board authorize an additional FTE for a  
256 Planner position. Meg Scully seconded the motion. The motion passed 26-1, with Chair Ellen  
257 Beckmann dissenting.

258 **13. Signatory Authority for Acting MPO Managers**  
 259 **Bill Judge, City of Durham**

260 Bill Judge said that until a new MPO Director is hired, documents requiring the signature  
 261 of the MPO Director need to be delegated to the two current MPO managers. Bill Judge said  
 262 Aaron Cain would have signatory authority for planning documents and Yanping Zhang would  
 263 have signatory authority for technical and modeling documents until the new director is hired.

264 Scott Whiteman made a motion to recommend that the Board grant Yanping Zhang and  
 265 Aaron Cain signatory authority for DCHC MPO until a new manager is in place. Tom Devlin  
 266 seconded the motion. The motion passed unanimously.

267 **14. COD Application for FTA Buses and Bus Facilities Grant**  
 268 **Evian Patterson, City of Durham**  
 269 **Sean Egan, City of Durham**

270 Evian Patterson said the City of Durham is requesting a letter of support for an FTA  
 271 5339 bus and bus facilities grant to build functional improvements to Durham Station. Evian  
 272 Patterson said planning and design led by GoTriangle found that current transit facilities are  
 273 inadequate for Durham’s busiest transit location. Evian Patterson mentioned the executive  
 274 summary of design elements includes more information. Sean Egan said the request is for \$8.8  
 275 million.

276 John Hodges-Copple made a motion to recommend the Board authorize the MPO Board  
 277 Chair to sign the letter of support for the COD FTA Buses and Bus Facilities Grant. Meg Scully  
 278 seconded the motion. The motion passed unanimously.

279 **14b. GoTriangle Application for FTA Buses and Bus Facilities Grant**  
 280 **Meg Scully, GoTriangle**

281 Meg Scully said the grant application is for a relocation of the Regional Transit Center.  
 282 The total project cost is \$34 million and the grant application requests \$20 million. Meg Scully  
 283 said transit plan funds are lined up to provide the local match if the grant is awarded.

284 Tom Devlin made a motion to recommend the Board authorize the MPO Board Chair to  
285 sign the letter of support for the GoTriangle FTA Buses and Bus Facilities Grant. Meg Scully  
286 seconded the motion. The motion passed unanimously.

287 **REPORTS FROM STAFF:**

288 **15. Report from Staff**

289 There was no report from MPO Staff.

290 **16. Report from the Chair**  
291 **Ellen Beckmann, TC Chair**

292 Chair Ellen Beckmann provided an update on the Complete Streets policy as  
293 conversations with NCDOT continue on how the policy would apply to specific projects. Chair  
294 Ellen Beckmann said it is important that facilities be in an adopted plan and would like an  
295 update on Comprehensive Transportation Plan (CTP) amendments. Chair Ellen Beckmann  
296 flagged the remaining issues with sidewalks outside of municipalities and said NCDOT will  
297 provide further guidance in the next few weeks so that can be brought back to the TC as an  
298 agenda item for discussion.

299 **17. NCDOT Reports**  
300 **Brandon Jones (David Keilson), Division 5 – NCDOT**

301 Brandon Jones introduced the new Deputy Division 5 Engineer, Tracy Parrott. Brandon  
302 Jones said East End Connector railroad work continues and the facility is anticipated to be  
303 opened in the Spring of 2022. Brandon Jones said the Alston Avenue project is slated for total  
304 completion by November 30, 2022. Brandon Jones provided financial updates and said that  
305 NCDOT is having a problem spending money due to issues with the supply chain and  
306 workforce. Brandon Jones gave an update on P6.0 as work continues to develop more accurate  
307 project cost estimates for the FY24-33 STIP. Brandon Jones reviewed the figures that have  
308 been over programmed and said he hopes P7.0 will provide the opportunity to fund new projects  
309 in all funding categories. The NC Board of Transportation has recommended a 3% inflation rate  
310 compounded annually for first five years then held steady. Brandon Jones emphasized the

311 importance of delivering projects already funded while the STIP is reprogrammed. Brandon  
312 Jones said refined guidance from NCDOT on the Complete Streets policy will be available soon.

313 **Wright Archer (Pat Wilson, Stephen Robinson), Division 7 – NCDOT**

314 Tamara Njegovan, filling in for Stephen Robinson, mentioned the lane shift on I-40 is  
315 scheduled to begin Monday, November 1<sup>st</sup> and said a press release is forthcoming.

316 **Patrick Norman (Bryan Kluchar), Division 8 - NCDOT**

317 Bryan Kluchar had no additional report.

318 **Julie Bogle, Transportation Planning Division – NCDOT**

319 Julie Bogle had no additional report.

320 **John Grant, Traffic Operations – NCDOT**

321 John Grant had no additional report.

322 **INFORMATIONAL ITEMS:**

323 There were no informational items.

324 **Adjourn**

325 There being no further business, the meeting was adjourned by Chair Ellen Beckmann

326 at 11:03 a.m.