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

**TECHNICAL COMMITTEE**

**22 February 2017**

**MINUTES OF MEETING**

The Durham-Chapel Hill-Carrboro Metropolitan Planning Organization Technical Committee met on February 22, 2017 at 9:00 a.m. in the City Council Committee Room, located on the second floor of Durham City Hall. The following people were in attendance:

Ellen Beckmann (Chair)	City of Durham Transportation
Margaret Hauth (Vice Chair)	Hillsborough Planning
Terry Bellamy (Member)	City of Durham Transportation
Lisa Miller (Alternate)	City of Durham Planning
Tasha Johnson (Member)	City of Durham Public Works
Tina Moon (Member)	Carrboro Planning
Bergen Watterson (Member)	Carrboro Planning
Laura Woods (Member)	Durham County Planning
Scott Whiteman (Member)	Durham County Planning
Tom Altieri (Member)	Orange County Planning
Max Bushell (Member)	Orange County Planning
John Hodges-Copple (Member)	Triangle J Council of Governments
Geoff Green (Member)	GoTriangle
Julie Bogle (Member)	NCDOT, TPB
Alison Carpenter (Member)	Duke
Kurt Stolka (Member)	UNC
Mary Jane Nirdlinger (Alternate)	Chapel Hill Planning
Bryan Poole (Alternate)	City of Durham Transportation
David Keilson (Alternate)	NCDOT, Division 5
Ed Lewis (Alternate)	NCDOT, Division 7
Bryan Kluchar (Alternate)	NCDOT, Division 8
Dale McKeel	City of Durham/DCHC MPO
Felix Nwoko	DCHC MPO
Andy Henry	DCHC MPO
Meg Scully	DCHC MPO
Aaron Cain	DCHCMPO
Brian Rhodes	DCHC MPO
Durmus Cesar	DCHCMPO
Jeffrey Sullivan	GoTriangle
Michael Sudol	Triangle J Council of Governments
Andrea Eilers	Triangle J Council of Governments

Quorum Count: 21 of 31 Voting Members

44 Chair Ellen Beckmann called the meeting to order at 9:05 a.m. A roll call was performed. The  
45 Voting Members and Alternate Voting Members of the DCHC MPO Technical Committee (TC) were  
46 identified and are indicated above. Chair Ellen Beckmann reminded everyone to sign-in using the sign-in  
47 sheet that was being circulated.

48 Mary Jane Nirdlinger introduced herself as the new Alternate from the Town of Chapel Hill.

49 **PRELIMINARIES:**

50 **2. Adjustments to the Agenda**

51 Chair Ellen Beckmann asked if there were any adjustments to the agenda. Aaron Cain stated that  
52 Geoff Green would be arriving later in the meeting and asked that agenda item #5, Progress Reports on  
53 Updates to the County Transit Plans, be pushed back.

54 **3. Public Comments**

55 Chair Ellen Beckmann asked if there were any members of the public signed up to speak. There  
56 were no members of the public signed up to speak during the meeting.

57 **CONSENT AGENDA:**

58 **4. Approval of January 25, 2017 TC Meeting Minutes**

59 Chair Ellen Beckmann asked if there was any discussion of the January 25, 2017 meeting minutes.  
60 There was no discussion of the meeting minutes. Tom Altieri made a motion to approve the January 25,  
61 2017 meeting minutes. Max Bushell seconded the motion. The motion passed unanimously.

62 **ACTION ITEMS:**

63 **5. Progress Report on Updates to County Transit Plans**

64 Geoff Green, GoTriangle

65 Geoff Green discussed the reasons for updating the Bus and Rail Investment Plans (BRIPs),  
66 changes addressed by the plan updates, and the ongoing efforts of staff working groups to update the  
67 plans. Geoff Green also reviewed the schedule for updating, circulating, and approving the plans.

68 Alison Carpenter asked whether there was a list of projects accomplished since the passage of  
69 the new sales tax in each county, and Geoff Green promised to provide her with the list. Alison  
70 Carpenter inquired whether the draft of the updated plans would be published on GoTriangle's website,  
71 and Geoff Green clarified that the drafts would be shared primarily with staff working groups, elected  
72 officials, and other interested parties. Geoff Green stated that the draft would be released for the public  
73 comment period on April 26, 2017. John Hodges-Copple asked that the list of projects and a copy of the  
74 presentation be shared with the TC.

75 Felix Nwoko, John Hodges-Copple, and Andy Henry discussed how the schedule for updating the  
76 BRIPs would affect the Metropolitan Transit Plan (MTP) development schedule.

77 Felix Nwoko, Chair Ellen Beckmann, and Geoff Green discussed the timeline for presenting the  
78 updated plans for MPO Board approval.

79 Chair Ellen Beckmann and Geoff Green discussed the schedule for developing the cost-share  
80 agreement. Felix Nwoko and Chair Ellen Beckmann discussed the City of Durham's lack of input into the  
81 cost-share agreement. Max Bushell stated that no new data was being generated to inform decisions  
82 about the cost-share agreement.

83 Chair Ellen Beckmann asked that a presentation about the Wake County commuter rail  
84 investment study be made at a future TC and/or MPO Board meeting. Andy Henry and Geoff Green  
85 discussed the scope of the Wake County commuter rail investment study.

86 Geoff Green and Max Bushell discussed the documents required by Federal Transit  
87 Administration (FTA) to allow the Durham-Orange Light Rail Transit project (D-O LRT) to enter into  
88 engineering. Andy Henry and Geoff Green discussed whether the contract with the consultants for the  
89 engineering phase of the D-O LRT would be delayed.

90 Geoff Green promised to look into the release date of the market study for Max Bushell.

91 Mary Jane Nirdlinger pointed out that the May 8, 2017 date for presenting the updates to the  
92 Chapel Hill Town Council was not on the Council's agenda.

93 Dale McKeel, Geoff Green, and John Hodges-Copple discussed whether plans to extend the  
94 Charlotte Light Rail could present an opportunity to renegotiate funding for the D-O LRT with the North  
95 Carolina General Assembly.

96 This item was informational and no further action was required by the TC.

97 **6. Triangle Transportation Demand (TDM) Program**

98 Andrea Eilers, TJCOG

99 Michael Sudol, TJCOG

100 Michael Sudol discussed the history of the Triangle Transportation Demand Management (TDM)  
101 program, sources of funding for the program, hotspots targeted by the program, program grantees, and  
102 the total grant funding received by the Triangle TDM program. He also reviewed the impact of and  
103 future plans for the Triangle TDM program.

104 Max Bushell inquired whether the impacts described in the presentation were for the entire life  
105 of the program or for the current year, and Michael Sudol clarified that the impacts were for the current  
106 year.

107 Andy Henry and Chair Ellen Beckmann suggested that Michael Sudol include additional slides in  
108 the presentation in order to clarify the amount of funding received by service providers, the amount of  
109 funding allocated to certain hotspots, and the outcome of these funding allocations.

110 John Hodges-Copple discussed why the Triangle TDM program has been more effective in the  
111 western area of the Triangle.

112 Mary Jane Nirdlinger and Michael Sudol discussed how the Triangle TDM program compares to  
113 programs in others states.

114 Terry Bellamy pointed out that two of the largest employees in Durham, Durham County and  
 115 the City of Durham, are not major participants in the Triangle TDM program. Michael Sudol discussed  
 116 American Tobacco Campus' recent involvement in the Triangle TDM program.

117 John Hodges-Copple asked that Michael Sudol keep track of the comments he was receiving  
 118 from the TC in preparation for the regional update of the Triangle TDM plan.

119 Max Bushell asked whether the Triangle TDM program would provide support to a TDM  
 120 coordinator, should Orange County decide to hire one. Micheal Sudol stated that the program provides  
 121 supports to TDM coordinators from the jurisdictions.

122 Chair Ellen Beckmann pointed out that the presentation was organized by service provider and  
 123 not by hotspots, and that the MPO Board may want more information about what is happening in  
 124 Durham.

125 Mary Jane Nirdlinger, John Hodges-Copple, and Bergen Watterson discussed the possibility of  
 126 sharing TDM best practices internally.

127 This item was informational and no further action was required by the TC.

128 **7. Resolution to Request Transfer of FHWA Funds to FTA**

129 Meg Scully, LPA Staff

130 Meg Scully stated that in order for transit agencies to utilize Federal Highway Administration  
 131 (FHWA) funds, they need to be transferred to FTA. Meg Scully added that the resolution was to allow  
 132 the transfer of FHWA funds to the FTA for three different Transportation Improvement Program (TIP)  
 133 projects.

134 Meg Scully clarified that the Congestion Mitigation and Air Quality Improvement (CMAQ) funds  
 135 referred to in the resolution were approved on June 10, 2015.

136 Vice Chair Margaret Hauth made a motion to recommend that the MPO Board approve and sign  
 137 the resolution to transfer funds from FHWA to FTA. John Hodges-Copple seconded the motion. The  
 138 motion passed unanimously.

139 **8. FFY17 Section 5307/5340 Partial (7/12) Apportionment Split Letter**

140 Meg Scully, LPA Staff

141 Section 5307/5340 funds are allocated to urbanized areas for transit capital and operating  
 142 assistance, and for transportation related planning. Meg Scully stated that the MPO worked with the  
 143 four transit operators who receive these funds, using the same formula that has been used for several  
 144 years, to propose a Split Letter for 7/12 of the FFY17 5307/5340 funds. Meg Scully stated that it is  
 145 unclear when the remaining 5/12 of the funds will be allocated to the MPO.

146 Tom Altieri made a motion to recommend that the MPO Board approve the distribution and  
 147 endorse the FFY17 partial apportionment Split Letter. Vice Chair Margaret Hauth seconded the motion.  
 148 The motion passed unanimously.

149 **9. Comprehensive Transportation Plan (CTP) -- Schedule**

150 Andy Henry, LPA Staff

151 Julie Bogle, NCDOT

152 Andy Henry stated that the Comprehensive Transportation Plan would be circulated to all of the  
 153 jurisdictions and elected officials by the end of February 2017. Andy Henry stated that the public input  
 154 period for the CTP ends on February 24, 2017, but that he expected to receive comments after the close  
 155 of the public comment period. Andy Henry reviewed the plans for an upcoming CTP subcommittee  
 156 meeting and the schedule for finalizing and approving the CTP.

157 Mary Jane Nirdlinger clarified that the Town of Chapel Hill will not vote on the CTP, but that the  
 158 mayor will transmit recommendations from the Chapel Hill Transportation Advisory Board.

159 Max Bushell stated that the Orange County Board of Commissioners had questions about the  
 160 widening of South Columbia Street and congestion on Churton Street, but that the board passed the CTP  
 161 six to one.

162 This item was informational and no further action was required by the TC.

163 **10. CMAQ Applications for FY 2018-19**

164 Aaron Cain, LPA Staff

165 Twelve CMAQ applications for FY 2018-19 were submitted by local jurisdictions and agencies.  
166 Since not all projects can be funded this cycle, Local Planning Agency (LPA) Staff performed an analysis  
167 to help guide the selection of projects for funding. An MPO Subcommittee met on February 8, 2017, to  
168 review the applications and analysis and provide a recommendation on which projects should be funded  
169 to the TC. Aaron Cain reviewed the recommendations of the subcommittee and discussed how the  
170 projects were scaled back to match the available CMAQ funding.

171 Chair Ellen Beckmann and Aaron Cain discussed whether the North Carolina Department of  
172 Transportation (NCDOT) requires a resolution that endorses the recommended projects in priority  
173 order. Aaron Cain clarified that funds for the recommended projects were broken down between the  
174 two years. Chair Ellen Beckmann asked Aaron Cain to look into whether NCDOT required a resolution  
175 from the MPO Board to move the recommended applications forward.

176 Geoff Green made a motion to forward the projects recommended by the subcommittee for  
177 CMAQ funding to the MPO Board for approval with a resolution if needed. Bergen Watterson seconded  
178 the motion. The motion passed unanimously.

179 **11. Draft FY2018-2027 STIP Update**

180 Aaron Cain, LPA Staff

181 The draft FY18-2027 Statewide Transportation Improvement Program (STIP) was released on  
182 December 22, 2016. LPA Staff has reviewed the draft and compared it to the current FY16-25 STIP and  
183 identified projects that have lost funding, projects that have had significant schedule changes, and new  
184 projects. LPA Staff has set up a meeting with NCDOT on March 8, 2017 to review the draft STIP. On  
185 February 10, 2017, a MPO Subcommittee met to review comments and questions to be forwarded to  
186 NCDOT staff in preparation for the March 8, 2017 meeting.

187 Aaron Cain and Ed Lewis discussed a potential conflict between the MPO's meeting with NCDOT  
188 and a NCDOT Board of Transportation (BOT) meeting.

189 Chair Ellen Beckmann, Geoff Green, and Aaron Cain discussed strategies for cultivating  
190 relationships with new NCDOT BOT members and the potential benefits of such relationships.

191 There was continued discussion of whether or not the elected officials on the MPO Board should  
192 be informed that NCDOT BOT members may not be able to attend the March 8, 2017 meeting with  
193 NCDOT.

194 Chair Ellen Beckmann and Aaron Cain discussed areas where the STIP and the TIP need to match  
195 up. Chair Ellen Beckmann stated that in past years, adjustments were made to the second half of the TIP  
196 as a statement of the MPO's priorities. Chair Ellen Beckmann discussed two projects, an NC 54 project  
197 and the Third Fork Creek Trail project, that could potentially be used to make a statement to the state  
198 about the MPO's priorities.

199 Chair Ellen Beckmann stated that NCDOT was likely to say that they could not do anything in  
200 response to fixed guideway inquiries.

201 Geoff Green made a motion to recommend that the MPO Board release the Draft FY18-27 STIP  
202 for public comment. Vice Chair Margaret Hauth seconded the motion. The motion passed unanimously.

203 **12. FY2018-27 MTIP Development Schedule**

204 Aaron Cain, LPA Staff

205 The FY2018-27 Metropolitan Transportation Improvement Plan (MTIP) is due to be completed  
206 this summer following the adoption of the FY2018-27 STIP by the NCDOT BOT. The STIP and MTIP must  
207 be adopted and consistent by October 1, 2017. The MTIP Development schedule that has been  
208 developed by LPA Staff to meet these deadlines.

209 Chair Ellen Beckmann and Aaron Cain discussed overlap between the MTIP and the STIP, and  
210 whether discussion of the MTIP and STIP should be combined for the presentation to the MPO Board.  
211 John Hodges-Copple emphasized that the MTIP is the governing document in the MPO area, and that  
212 the STIP needs to conform to the MTIP for the first four years. Chair Ellen Beckmann stated that she had  
213 been told that the TIP, not the MTIP, was the official document referenced by federal legislation.



214 Chair Ellen Beckmann and Aaron Cain discussed how to incorporate projects funded by the  
 215 Surface Transportation Block Grant Program (STBGP) into the STIP.

216 John Hodges-Copple and Felix Nwoko discussed problems that arise from the state's decision to  
 217 adopt the STIP before the MTIP, and potential ways to address these problems.

218 Chair Ellen Beckmann, Aaron Cain, and Felix Nwoko discussed the timeline for the state's  
 219 approval of CMAQ projects.

220 Chair Ellen Beckman asked that discussion of the MTIP and the STIP be combined for the  
 221 presentation to the MPO Board, and that a specific description of what is in the TIP and the STIP be  
 222 available to MPO Board members.

223 This item was informational and no further action was required by the TC.

224 **13. SPOT 5.0 Update**

225 Felix Nwoko and Aaron Cain, LPA Staff

226 Aaron Cain discussed the MPO's schedule for submitting projects into the Strategic Planning  
 227 Office of Transportation Prioritization (SPOT) 5.0 process and the number of projects allocated to the  
 228 DCHC MPO by mode. Aaron Cain stated that carryover projects do not need to be resubmitted, while  
 229 holding tank projects do need to be resubmitted. Aaron Cain also discussed the guidelines for pre-  
 230 submitting highway projects.

231 There was discussion of whether all projects could be pre-submitted. Aaron Cain clarified that  
 232 while all highway projects could be pre-submitted, only five interchange or superstreet projects could be  
 233 pre-submitted. Chair Ellen Beckmann commented that the pre-submittal process seemed to be targeted  
 234 to unusual projects.

235 Aaron Cain stated that the deadline for modifying carryover projects is March 10, 2017.

236 Chair Ellen Beckmann and John Hodges-Copple discussed how scoring affects the order in which  
 237 projects are programmed.

238 Chair Ellen Beckmann stated that revisions to the MPO’s methodology for selecting and ranking  
 239 projects locally need to be made very soon.

240 John Hodges-Copple and Andy Henry discussed how projects in the MTP and the CTP could be  
 241 made more competitive for submittal into the SPOT P5.0 process.

242 Vice Chair Margaret Hauth emphasized that pre-submittals are for roadway projects, and that  
 243 bicycle and pedestrian and transit projects cannot be pre-submitted.

244 Chair Ellen Beckmann highlighted the importance of submitting projects that are in the MTP, as  
 245 the MPO might not assign points to projects that are inconsistent with its long-range plans.

246 This item was informational and no further action was required by the TC.

247 **14. STBGP Call for Projects for FY2018 and Previous Years**

248 Aaron Cain and Meg Scully, LPA Staff

249 Federal regulations require a competitive call for new projects that will utilize locally  
 250 administered STBGP funds to be entered into the MTIP. Aaron Cain stated that close to \$3.5 million of  
 251 unspent funds is available for projects. Therefore, the DCHC MPO is issuing a call for projects to be  
 252 entered into the FY2018-27 MTIP. Projects must be submitted to LPA Staff by April 17, 2017.

253 There was discussion of the abbreviation that should be used for the STBGP program.

254 Max Bushell inquired whether folks needed to submit a project in response to this call or  
 255 whether they could continue to hold this money, and Felix Nwoko confirmed that projects need to be  
 256 submitted. Aaron Cain stated that the MPO would like to see the funds programmed into projects.  
 257 Aaron Cain stated that even if there is not enough money available for a specific project, the project  
 258 should be programmed as additional funds could be allocated as they become available.

259 Aaron Cain and Bergen Watterson discussed whether the funds were cumulative from the last  
 260 four fiscal years and whether some municipalities have already used some of their money.

261 Meg Scully pointed out that the MPO is never more than six months away from an allocation of  
262 funds. She emphasized that funds need to be programmed into the TIP to reduce the overall fund  
263 balance.

264 Chair Ellen Beckmann asked whether funds from the two upcoming fiscal years could be  
265 included in the total balance, which might be helpful to folks who are saving for larger projects. Meg  
266 Scully suggested amending the TIP instead of reaching too far into the future for funds.

267 Andy Henry asked whether a jurisdiction could program an expensive project using funds from  
268 the \$3.5 million in unspent funds, and then forgo funds for the next couple of years. Meg Scully clarified  
269 that this approach is not feasible; the funds are allocated to each jurisdiction and the \$3.5 million in  
270 unspent funds primarily belongs to Durham. Vice Chair Margaret Hauth stated that the only way that  
271 Andy Henry's proposal would work is if one jurisdiction seeded their money in a particular year to  
272 another jurisdiction, as Durham has done for Hillsborough in the past.

273 Chair Ellen Beckmann stated that she recently learned that contracts could be awarded even if  
274 all of the funds are not available for a project. Chair Ellen Beckmann stated that a supplemental  
275 municipal agreement could be used to add federal funds to a project. There was continued discussion of  
276 the risks and benefits of using this approach to fund projects.

277 Alison Carpenter and Meg Scully discussed the implications of the fact that STBGP is a block  
278 grant program.

279 Chair Ellen Beckmann and Meg Scully discussed the necessary level of specificity to assign  
280 funding to projects. Chair Ellen Beckman and Felix Nwoko discussed how the MPO plans to approve sub-  
281 allocated projects.

282 Meg Scully stated that STBGP funds could be flexed to transit agencies.

283 This item was informational and no further action was required by the TC.

284 **15. Approval of Amendment #8 to the FY2016-25 Transportation Improvement Plan**  
285 Aaron Cain, LPA Staff

286 Aaron Cain stated that Amendment #8 to the FY2016-25 TIP includes a request from GoTriangle  
 287 to introduce a new project for the purchase and installation of security cameras at the Regional Transit  
 288 Center, Bus Operations and Maintenance Facility, and the Plaza Building. This amendment also includes  
 289 twelve project additions and three projection modifications from NCDOT.

290 John Hodges-Copple made a motion to recommend that the MPO Board approve Amendment  
 291 #8 to the FY2016-25 TIP. Scott Whiteman seconded the motion. The motion passed unanimously.

292 **REPORTS:**

293 **16. Reports from the LPA Staff**

294 Felix Nwoko, LPA Staff

295 Felix Nwoko and Durmus Cesar demonstrated how to use the new MPO data portal. Felix  
 296 Nwoko stated that TC members would receive a password in order to use the portal. Felix Nwoko  
 297 discussed the sources for the data included in the portal, the kind of information that would be available  
 298 through the portal, and the data that will be added to the portal in the future.

299 Felix Nwoko and Chair Ellen Beckmann discussed the differences between the new data portal  
 300 and the GIS maps traditionally used by the MPO.

301 **17. Report from the DCHC MPO TC Chair**

302 Ellen Beckmann, DCHC MPO TC Chair

303 There was no report from the TC Chair.

304 **18. NCDOT Reports**

305 There was no report from NCDOT Division 5.

306 Chair Ellen Beckmann asked David Keilson to look into whether work has started on the Barbee  
 307 Road/Herndon Roundabout project.

308 There was no report from NCDOT Division 7.

309 There was no report from NCDOT Division 8.

310 The new Division 8 representative, Bryan Kluchar, introduced himself to the TC.

311 Julie Bogle, NCDOT Transportation Planning Branch, provided an update on other CTPs in the area.

312 Julie Bogle promised to look into how the reorganization of the TPB will affect the DCHC MPO.

313 There was no report from NCDOT Traffic Operations.

314 There was discussion of how Kelly Becker's departure from NCDOT Traffic Operations will affect  
315 the TC.

316 **INFORMATIONAL ITEMS:**

317 **19. Recent News, Articles, and Updates**

318 There were no informational items.

319 **ADJOURNMENT:**

320 There being no further business before the DCHC MPO Technical Committee, the meeting was  
321 adjourned at 11:28 a.m.