



DCHC MPO Board Meeting Agenda

Wednesday, November 10, 2021

9:00 AM

Teleconference

101 City Hall Plaza
Durham, NC 27701

1. Roll Call**2. Ethics Reminder**

It is the duty of every Board member to avoid conflicts of interest. Does any Board member have any known conflict of interest with respect to any matters coming before the Board today? If so, please identify the conflict and refrain from any participation in the particular matter involved.

3. Adjustments to the Agenda**4. Public Comments****5. Directives to Staff**[21-100](#)

Attachments: [2021-11-10 \(21-100\) MPO Board Directives to Staff](#)

CONSENT AGENDA**6. Approval of the October 13, 2021 Board Meeting Minutes**[21-180](#)

A copy of the October 13, 2021 meeting minutes is enclosed.

Board Action: Approve the minutes of the October 13, 2021 Board meeting.

Attachments: [2021-11-10 \(21-180\) 10.13 MPO Board Meeting Minutes_LPA2](#)

7. Transportation Improvement Program Amendment #8[21-175](#)**Anne Phillips, LPA Staff**

The MPO Board released Transportation Improvement Program (TIP) Amendment #8 for public comment at their October meeting. The public comment period was advertised on the MPO's website, on the MPO's social media channels, and in the Herald Sun. So far, no comments have been received.

Transportation Improvement Program (TIP) Amendment #8 primarily consists of projects that have been amended in the State Transportation Improvement Program (STIP) by NCDOT, and therefore need to be amended in the DCHC MPO TIP.

TIP Amendment #8 also includes the CMAQ funding that the Town of Chapel Hill received for Estes Drive (C-5179) during the FY 22 Call for Projects.

TC Action: Recommended that the MPO Board approve TIP Amendment #8.

Board Action: Approve TIP Amendment #8.

Attachments: [2021-11-10 \(21-175\) TIP Amendment #8 Summary Sheet](#)
 [2021-11-10 \(21-175\) TIP Amendment #8 Full Report](#)
 [2021-11-10 \(21-175\) TIP Amendment #8 Resolution](#)

8. FY22 UPWP Amendment #1 - Town of Carrboro[21-179](#)**Mariel Klein, LPA Staff****Zachary Hallock, Town of Carrboro**

FY22 UPWP Amendment #1 proposes to move funds from Task III-D-2 (Environmental Analysis and Pre-TIP Planning) to reduce the Task to zero due to an error made in FY22 UPWP development that mistakenly allocated funds to this Task line after the Town of Carrboro requested the funds in Task III-D-3.

Task III-D-3 will be increased an equivalent amount, as it did not receive its requested allocation in the published FY22 UPWP.

TC Action: Recommended that the MPO Board approve FY22 UPWP Amendment #1

Board Action: Approve FY22 UPWP Amendment #1

Attachments: [2021-11-10 \(21-179\) UPWP Amendment 1 UPWP Composite Funding Table](#)
 [2021-11-10 \(21-179\) UPWP Amendment 1 Resolution](#)

9. S-Line Letter of Support -- CRISI 2021[21-187](#)**Kayla Peloquin, LPA Staff**

NCDOT is currently pursuing a Consolidated Rail and Infrastructure and Safety Improvements (CRISI) grant to conduct preliminary engineering for infrastructure improvement and construction of the S-Line rail corridor. The S-Line will run from Raleigh, North Carolina to Richmond, Virginia and would fully connect the Southeast Corridor rail network. NCDOT has asked stakeholders to provide a letter of support for the S-Line project.

TC Action: Recommended that the Board authorize the Board Chair to sign the S-Line letter of support.

Board Action: Authorize the Board Chair to sign the S-Line letter of support.

Attachments: [2021-11-10 \(21-187\) S-Line Letter of Support](#)

10. Letter of Support for City of Durham Application for FTA Buses and Bus Facilities Grant[21-188](#)**Evian Patterson, City of Durham****Sean Egan, City of Durham**

The City of Durham is pursuing funding under the 5339(b) Grants for Buses and Bus Facilities Program to advance construction to improve the Durham Station Transportation Center, providing functional improvements that address space needs, safety concerns, maintenance issues, and user-experience enhancements. Current transit facilities are inadequate for the robust level of transit ridership at Durham Station. The proposed project includes improvements to the bus island, including providing additional shade and weather protection through expanded canopies, restrooms, additional seating, and a new customer service security kiosk. In addition to the bus island, the improvements would relocate the kiss-and-ride location to optimize the existing site, provide needed pavement repairs, and increase the number of bus bays from 20 to 28, allowing for increased transit service. Construction of these improvements will help advance the City's Racial Equity vision and will improve the quality of life, access to transit and health of Durham residents. The City of Durham seeks MPO support to pursue federal funding to advance this project.

TC Action: Recommended the Board authorize the MPO Board Chair to sign the letter of support for the COD FTA Buses and Bus Facilities Grant.

Board Action: Authorize the MPO Board Chair to sign the letter of support for the COD FTA Buses and Bus Facilities Grant.

Attachments: [2021-11-10 \(21-188\) COD Request for MPO Letter of Support for FTA Grant \(01-21-188\)](#)
[2021-11-10 \(21-188\) Executive Summary - Durham Station Transportation Center](#)
[2021-11-10 \(21-188\) Draft Letter of Support GoDurham Bus and Bus Facility](#)

11. **Letter of Support for GoTriangle Application for FTA Buses and Bus Facilities Grant**

[21-190](#)

Jay Heikes, GoTriangle

GoTriangle is pursuing federal funding under the 5339(b) Grants for Bus and Bus Facilities Program to fund the Regional Transit Center Relocation project and requests a letter of support from the MPO. The new Regional Transit Center will improve transit speed and reliability, address passenger amenity and operational needs, and provide new multi-modal connections. As a result, the new facility will increase equitable and sustainable access to destinations within Research Triangle Park and across the region as whole.

The present Regional Transit Center was constructed as a temporary facility in 2008 and it is insufficient in terms of size, layout, location, and passenger amenities to accommodate current service and ridership. To address these needs, the new facility will include additional covered boarding bays, covered drop-off spaces for paratransit, microtransit, and rideshare vehicles, electric vehicle charging infrastructure, and a signalized bus-only driveway, ensuring comfortable and reliable transfers for riders taking regional trips or making last mile connections. The relocation will additionally save riders time and reduce operating costs given its central location relative to the regional transit network and its proximity to the highway network.

TC Action: Recommended the Board authorize the MPO Board Chair to sign the letter of support for the GoTriangle FTA Buses and Bus Facilities Grant.

Board Action: Authorize the MPO Board Chair to sign the letter of support for the GoTriangle FTA Buses and Bus Facilities Grant.

Attachments: [2021-11-10 \(21-190\) DCHC MPO Letter of Support - RTC Grant Application](#)

12. Surface Transportation Block Grant - Direct Attributable (STBG-DA) and Transportation Alternative Program (TAP) Funding Distribution for FY23

[21-185](#)

Mariei Klein, LPA Staff

On October 14, 2015, the MPO Board approved the formula and policy to distribute STBG-DA and TAP funds to subrecipients for fiscal years 2017 through 2025 with the expectation that each year, prior to development of the next year's Unified Planning Work Program (UPWP), the actual STBG-DA and TAP allocation to the DCHC MPO would be entered into the formula as would the most recent certified National Transit Database (NTD) data (to be used in calculating the distribution to transit agencies). Attached is a table with the FY23 STBG-DA and TAP funding available to the MPO and the allocation resulting from the formula. Approval of this allocation will commence the FY23 UPWP development as agencies may choose to use the allocation for planning purposes, and thus must program funds in the FY23 UPWP. The FY23 UPWP development schedule is also attached.

TC Action: Recommended the Board approve the FY23 distribution of STBG-DA and TAP funds.

Board Action: Approve the FY23 distribution of STBG-DA and TAP funds.

Attachments: [2021-11-10 \(21-185\) FY23 STBG and TAP Distribution Table by Agency](#)
 [2021-11-10 \(21-185\) UPWP Development Schedule](#)

13. **UPWP Prospectus for Continuing Transportation Planning for the DCHC MPO**

[21-181](#)

Marriel Klein, LPA Staff

Aaron Cain, LPA Staff

The Unified Planning Work Program (UPWP) Prospectus outlines the scope of work to be undertaken annually by DCHC MPO. This Prospectus is intended to illustrate the relationship between adopted goals, objectives and program activities. It outlines the general nature of these program elements, which are summarized by general categories, and are referenced to specific projects by project number. Planning activities, products and a budget is provided for each program element. It provides the agency structure, committee memberships and key interagency agreements. Primarily a management tool for planning and coordination, it also provides the basis for cataloging and integrating DCHC MPO's activities into general categories. It delineates the programmatic and fiscal relationships essential for internal planning and programming.

An update of the UPWP Prospectus has not occurred for several years, and was requested to bring UPWP tasks better into line with MPO goals and objectives. This prospectus will drive work programmed in the UPWP.

TC Action: Recommended the Board adopt the UPWP Prospectus resolution for implementation in the development and execution of the FY22-23 UPWP.

Board Action: Adopt the UPWP Prospectus resolution for implementation in the development and execution of the FY22-23 UPWP.

Attachments:

[2021-11-10 \(21-181\) MPO Prospectus](#)

[2021-11-10 \(21-181\) MPO Prospectus Resolution](#)

14. Signatory Authority for Acting MPO Managers[21-186](#)**Bill Judge, City of Durham**

With the effective retirement of DCHC MPO Manager Felix Nwoko on October 8, the City of Durham, as the lead planning agency, recommends that the DCHC MPO Board appoint two acting managers to fill that role until a new manager has been hired. Yanping Zhang will oversee technical personnel and projects for the MPO, and Aaron Cain will manage planning efforts and personnel.

Per direction of the City Attorney, Board action is necessary to grant authority to sign documents on behalf of Felix and the MPO until such time as his replacement starts work for DCHC MPO. The additional authority will allow both of them to sign items which have been reviewed and prepared by MPO staff, and for either to sign documents on behalf of the MPO, including but not limited to contracts, reimbursement requests, and invoices.

TC Action: Recommended that the Board grant Yanping Zhang and Aaron Cain signatory authority for DCHC MPO until a new manager is in place.

Board Action: Approve signatory authority for Yanping Zhang and Aaron Cain for DCHC MPO until a new manager is in place.

ACTION ITEMS

15. 2050 MTP -- Preferred Option (45 minutes)[21-155](#)**Andy Henry, LPA Staff**

At the October meeting, the DCHC MPO Board reviewed two options for the Preferred Option and directed staff to release the Vision Plan, which more accurately reflected the MPO's policy priorities around climate change, environmental impacts, racial equity, safety, and human health and well-being. The Board also authorized the TC subcommittee to make final changes to the Preferred Option and release it for public comment. The TC subcommittee met on October 20th to make any needed changes and MPO staff released the Preferred Option for a public comment period from October 27th through December 7th.

Today, the MPO Board will receive a presentation on the Preferred Option, provide comments, and conduct a public hearing. A copy of the presentation and a compilation of comments that have been received as of November 2nd are attached

The schedule for completing the 2050 MTP includes:

- * October 27 through December 7 -- Preferred Option public comment period
- * November 10 -- Conduct public hearing on Preferred Option
- * December 8 -- Approve Preferred Option for 2050 MTP; release full 2050 MTP report, including SE Data and Triangle Regional Model (TRM); release Air Quality Conformity Determination report
- * January 12 or February 9, 2022 -- Adopt by resolution the 2050 MTP (adoption includes SE Data and TRM), and Air Quality Conformity Determination

The DCHC MPO Public Involvement Plan requires a minimum 42-day public comment period for key MTP decision points such as the Preferred Option and a 21-day minimum period for the Air Quality Conformity Determination.

The 2050 MTP Web page is <https://bit.ly/2050MTP-AltsAn>.

Board Action: Receive a presentation on the Preferred Option, provide comments, and conduct a public hearing

Attachments: [2021-11-10 \(21-155\) Preferred Option Presentation](#)
 [2021-11-10 \(21-155\) Preferred Option Public Comments](#)

16. Federal Funding Policy Update (15 minutes)[21-176](#)**Anne Phillips, LPA Staff**

The MPO Board released the draft Federal Funding Policy for public comment at their October meeting. The public comment period was advertised on the MPO's website and social media channels, and in the Herald Sun. So far, one comment has been received from a member of the Technical Committee. The comment and a response from LPA staff is attached to the agenda.

During the FY22 Call for Projects, the MPO Board directed LPA staff to review and update the Policy Framework for DCHC MPO Federal Funds, last updated in 2015. The federal funding policy guides the distribution of federal funds that flow through the MPO such as Surface Transportation Block Grant Direct Attributable (STBGDA), Transportation Alternatives Program (TAP), and Congestion Mitigation and Air Quality Improvement (CMAQ).

TC Action: Recommended that the MPO Board adopt the Federal Funding Policy.

Board Action: Adopt the Federal Funding Policy.

Attachments:[2021-11-10 \(21-176\) Federal Funding Policy Overview](#)[2021-11-10 \(21-176\) Federal Funding Policy Draft](#)[2021-11-10 \(21-176\) Federal Funding Policy Compiled Comments](#)[2021-11-10 \(21-176\) Response to TC Comments](#)[2021-11-10 \(21-176\) Federal Funding Policy Resolution](#)

17. Authorization for New Planner Position (10 minutes)[21-183](#)**Aaron Cain, LPA Staff**

For several years the administrative duties for the MPO have been performed by either part-time employees or temporary staff obtained through an agency. Due to the current job market, as well as additional planning staffing needs, the MPO requests authorization for an additional full-time (FTE) planner to conduct these duties. The staff recommendation is for this FTE to be an entry-level planner position.

There are sufficient funds within the MPO's budget to accommodate the requested FTE. No additional local match from our contributing local jurisdictions will be required to fulfill the request.

The attached memo provides further justification for the request.

TC Action: Recommended, on a 26-1 vote, that the Board authorize MPO staff to initiate the process to add an additional FTE for a Planner position.

Board Action: Authorize MPO staff to initiate the process to add a new FTE for a Planner position.

Attachments: [2021-11-10 \(21-183\) MPO Additional FTE Justification Memo](#)

18. Hiring Process for New MPO Manager (15 minutes)[21-193](#)**Wendy Jacobs, MPO Board Chair****Bill Judge, City of Durham**

With the impending retirement of Felix Nwoko, who has been the DCHC MPO Manager for 27 years, the process for hiring a new MPO Manager will begin soon. Chair Wendy Jacobs will form an Executive Search Committee to guide the process.

In consultation with the Chair and Vice Chair, the City of Durham, as the Lead Planning Agency, is recommending contracting with an executive search firm, Developmental Associates, to conduct a search for prospective candidates. The proposed agreement with Developmental Associates is attached for the Board's review and comment. The funds for the search firm will come from the MPO and there is sufficient budget in the current fiscal year to cover the cost.

Board Actions: 1) Establish an Executive Search Committee to guide the process for the hiring of a new MPO Manager; 2) Provide comment on the proposal with Developmental Associates; and 3) Authorize the City of Durham to enter into the agreement with Developmental Associates on behalf of the MPO.

Attachments: [2021-11-10 \(21-193\) Developmental Associates Proposal for MPO Manager Hir](#)

19. MPO Board Officer Election (10 minutes)[21-192](#)**Aaron Cain, LPA Staff**

Per the DCHC MPO Board's by-laws, the Board is to hold an election for the offices of Chair and Vice Chair at its last regularly scheduled meeting of the calendar year. Following the procedure used in previous years, a nominating committee will be formed to present a slate of officers at the December meeting.

The current officers, Chair Wendy Jacobs of Durham County and Vice Chair Jenn Weaver of Hillsborough, are both completing their second year in their respective roles. The by-laws state that officers may only serve two consecutive terms in one officer position. The by-laws further state that a new Chair must be from a different county than the outgoing Chair; therefore, the new Chair must come from either Orange or Chatham County, or a municipality therein. The new Vice Chair must come from a different county than the newly elected Chair, or a municipality therein.

Board Action: Form a nominating committee for officers for 2022; the committee will report back at the December meeting.

Minutes Recording Document[21-106](#)**REPORTS:****20. Report from the Board Chair**[21-101](#)**Wendy Jacobs, Board Chair**

Board Action: Receive the report from the Board Chair

21. Report from the Technical Committee Chair[21-102](#)**Ellen Beckmann, TC Chair**

Board Action: Receive the report from the TC Chair.

22. Report from LPA Staff[21-103](#)

Board Action: Receive the report from LPA Staff.

Attachments: [2021-11-10 \(21-103\) LPA staff report](#)

23. NCDOT Report[21-104](#)

Lisa Mathis, NC Board of Transportation

Brandon Jones (David Keilson), Division 5 - NCDOT

Wright Archer (Pat Wilson, Stephen Robinson), Division 7 - NCDOT

Patrick Norman (Bryan Kluchar), Division 8 - NCDOT

Julie Bogle, Transportation Planning Branch - NCDOT

John Grant, Traffic Operations - NCDOT

Board Action: Receive the reports from NCDOT.

Attachments: [2021-11-10 \(21-104\) NCDOT Progress Reports](#)

INFORMATIONAL ITEMS**24. Recent News Articles and Updates**[21-105](#)

Attachments: [2021-11-10 \(21-105\) News Articles](#)

Adjourn

Next meeting: December 8, 9 a.m., Meeting to be held via teleconference

Dates of Upcoming Transportation-Related Meetings: None