



**Minutes of August 5, 2016**  
 10:00 AM, Greensboro, NC  
 Greensboro MPO Offices – Melvin Municipal Office Building  
 300 West Washington Street, Greensboro, NC 27401

Name (In Attendance)	Organization	Name (In Attendance)	Organization
Kim Maxey	NBAMPO	Maurizia Chapman	NBAMPO
Charles Edwards	NCDOT - Logistics	Tyler Meyer	GUAMPO
Neil Burke	CRTPO	Craig McKinney	GUAMPO
Tristan Winkler	FBRMPO	Daniel Amstutz	GUAMPO
Hank Graham	GCLMPO	Lydia McIntyre	GUAMPO
Lyuba Zuyeva	FBRMPO	Phil Conrad	Cabarrus Rowan MPO
Peggy Holland	JUMPO		
Bjorn Hansen	GCLMPO	<b>Name (Attendance via Phone)</b>	<b>Organization</b>
Candice Leonard	CRTPO	Mike Nunn	Burlington MPO
Mindy Roberson	FHWA	Loretta Barren	FHWA
George Hoops	FHWA	Tom Britton	GSATS
Josh Lopez	Wilmington MPO	Debbie Collins	NCDOT-PTD
Elizabeth Jernigan	NCARPO/PTRC	David Wasserman	NCDOT-SPOT
Jamal Alavi	NCDOT	Sarah Lee	NCDOT-SPOT
Fred Haith	WSMPO	Alex Rickard	CAMPO
Byron Brown	WSMPO	Joel Strickland	Fayetteville MPO
Chris Lukasina	CAMPO	Daryl Vreeland	Greenville MPO
Greg Venable	High Point MPO		
Randi Gates	GCLMPO		

**Open Meeting/Welcome/Introductions** – Tyler Meyer opened the meeting at 10:16 and welcomed all present in person and via phone. He asked that introductions be made.

1. **Minutes** – Meyer presented the minutes for John Marshall, who could not attend the meeting. Peggy Holland made a motion to adopt the minutes from the May 10, 2016 meeting. Phil Conrad seconded the motion which passed unanimously.
2. **Organizational Appointments:**
  - Meyer noted that there were no official appointments planned for the meeting, but there may be some needed depending on the discussion about the planning agreements *Meyer deferred the item to later in the meeting.*
3. **PTD Update** – Debbie Collins gave the NCDOT PTD update:
  - Tamara Shaw has retired from PTD – there will be new contacts at PTD for STIP Amendments.
  - They are working on a regional-based budget for transit.
  - The Transit Asset Management Plan has been released – no need to have separate local plans.

- Grants should be posted on August 29 (for FY 2018).
- Applications need to be in to PTD by March 31 2017 so they can upload everything by April 1.
- Funds can be transferred to PTD to provide oversight of 5311 for large UZAs, removing it from the local transit system; letters to FTA requesting this should be sent by January 6 2017 in order to get it through the approval process.
- Meyer asked for clarification on how Tamara Shaw's duties will be handled. Collins said a general email account will be set up to send notifications to all staff and backup staff have been assigned.
- Lyuba Zuyeva asked if new Mobility Specialists are being hired. Collins said they are doing interviews and have hired a new person who will be starting soon.

**4. P4.0 Questions & Discussion – David Wasserman and Sarah Lee gave a P4.0 update:**

- Window for Regional Needs point submittals ended July 29 – staff are working on calculating total scores; they are on track to release Regional scores and draft list of Regional programmed projects by the end of August, earlier if possible.
- Division Needs window for local points should be open the beginning of September.
- P5.0 Workgroup will start in the fall, with a first meeting expected in September.

**5. FHWA Update including Final Rule on Statewide & Metro Planning – George Hoops gave a presentation for his FHWA Update:**

- TIGER awards have been selected – 40 projects across the US, including one in NC (Goldsboro).
- FHWA has released a Scenario Planning & Performance Based Planning guidebook.
- Performance Management:
  - State DOTs and MPOs will be setting goals & targets; investments will be tied to these measures.
  - There are 7 goal areas – only the Safety measure has been completed.
    - State and MPO targets must be set for safety.
  - What has not changed: MPOs need to coordinate with public transit providers on performance measures.
  - MTP must include system performance measures; MPOs may conduct scenario planning.
  - MTIP & STIP needs to describe progress towards meeting targets through investments.
  - State and MPOs may do programmatic mitigation plans.
  - Meyer asked for clarification on the requirement for the MTP, MTIP and STIP to be in compliance with performance management. Hoops said that these documents need to be in compliance with the final rule for the safety measurement by May 27 2018 (2 years from the date of the final ruling); HPMS data must reflect this final rule; MTPs and MTIPs cannot be approved or amended after this date if they have not incorporated performance management into their content.
  - The MTP provides the vision and the targets for performance management; the MTIP explains how the investments will move the MPO towards those targets.
  - MPOs will have four years to determine whether or not they are meeting this targets; funding may need to be reallocated to safety projects in order to meet safety targets if progress has not been made.
  - Zuyeva asked if there was guidance on how the state DOT and MPOs are to coordinate on setting the performance measures. Jamal Alavi noted that TPB is planning to coordinate on this, potentially through a workgroup; safety performance targets are due August 2017.
  - Meyer asked if there was guidance on how the MTP and MTIP are to demonstrate their conformance to the performance measure, such as through a qualitative statement or quantitative analysis. Hoops said that quantitative data is very important; can show over time how projects are affecting trends, and adjust targets as needed. The data for these measures will be available to determine if you are meeting the targets.
  - Chris Lukasina asked how deficiencies will be addressed in meeting a certain target – what are the consequences in not meeting it, particularly on the safety issue? Hoops noted that

things can be retooled if targets are not being met; Tristan Winkler added that for safety measures all that are available to use is past data. Hoops said that you need to set your targets based on what you believe is attainable and determine the strategy that works in your context to meet those targets.

- State and MPOs shall coordinate on setting performance targets.
- Fred Haith raised a concern about liability of cities and MPOs for not meeting safety targets – do they become exposed to lawsuits for not meeting targets laid out in the plans? Hoops said he cannot speak to that specific question; however, it will increase transparency and make further justification to the public for increased funding for the transportation system.
- Maurizia Chapman noted that small MPOs with less funding will have trouble meeting the targets unless the state funding criteria changes.
- The performance measures are:
  - Safety
  - Infrastructure Condition (pavement & bridge)
  - System Performance
    - Congestion Reduction
    - System Reliability
    - Freight Mobility & Economic Vitality
    - Environmental Sustainability
  - Reduction in Project Delivery Delays
- Comments on the System Performance rulemaking are due August 20.
- Hoops will send out recordings of FHWA webinars so all can see them.
- Neil Burke asked if there will be different levels of performance measures because a statewide safety measure, for example, cannot be applied equally in all regions. Hoops said one target will be chosen this first round, and it may evolve to have more local targets feed into that main target. Loretta Barren noted that the statewide safety targets will focus mainly on the interstate system and NHS and will not get into local streets; local jurisdictions and MPOs may voluntarily set targets for local streets.
- Alavi asked about when the statewide transportation plan needs to be revised to include performance targets; Barren noted that it needs to be updated no later than May 27 2018, same as other plans – and the rest of the performance measures should be released in the next 6-8 months so that they will be available for when plans get updated.
- Hoops recommended members review changes in planning & environmental linkages.
- New planning factors in the NPRM include 9. Resiliency & reliability and 10. Travel & tourism.
- CMP is retained and unchanged; can also develop congestion management plan.
- Other additions include reducing the vulnerability of existing infrastructure to natural disasters and the consideration of intercity bus travel.
- These rulemakings are combined between MAP-21 and the FAST Act.

A copy of the presentation is provided for further information.

6. **NPRM Planning Coordination** – Meyer opened the floor for comments and discussion on the NPRM and noted that coordinating on joint comments may be beneficial.
  - Meyer began by noting that the NPRM requires MPOs with overlapping urbanized areas to merge or coordinate on MTIP and MTP documents; may not impact many MPOs now, but should consider potential changes from the next Census; he argued that this requirement would reduce efficiency and transparency, creating more paperwork and oversized MPOs, counter to its stated goals.
  - Greg Veneble noted that the High Point MPO may shrink because some of their region would fall into either Greensboro's or Winston-Salem's MPO.
  - Lukasina noted that CAMPO has some very small overlaps with its urbanized area and other urbanized areas (less than 1%), and in their comments was going to ask for more clarity on how the

rule will be applied so it is applied fairly and consistently; they already have a process for dealing with these overlaps; in his opinion the cons outweigh the pros

- Larger cities would not necessarily win out in this case; they may have to compete with other large cities in a combined MPO; megaregions would not necessarily work well as MPOs; forcing merging does not necessarily foster interregional or intraregional coordination.
- Meyer noted that in FHWA webinar he attended the FHWA representative asked for comments to also include suggestions for how the NPRM could be improved, not just criticism.
- Burke noted that CRTPO submitted comments already, one being that if the goal is to involve the public in the process in meaningful ways, this NPRM does not advance that; also CRTPO would need to coordinate with South Carolina which would add another layer of complexity to their process.
- Alavi noted that TPB will coordinate with the MPOs on comments; they do not see a need for consolidation and are not in favor of the ruling the way it is now.
- Conrad recommended reviewing what other metro areas and MPO think about it, if they have already commented, and also inquiring with the national AMPO organization; Alavi suggested coordinating with South Carolina.
- Conrad also pointed out that ozone non-attainment areas have their MPO boundaries frozen, so they would not be able to change their boundaries to avoid consolidation – this is a major problem.
- Barren noted that the NPRM still gives the MPO and governor the ability to change boundaries and noted that comments should provide suggestions on how to improve the rule.
- Meyer said that additional funding for consolidation and coordination would be appreciated – that would improve the rule.
- Craig McKinney asked if the state is already thinking about regional areas with the P4.0 regions; Meyer noted that these regions go back to the 1980s with the equity formula and are possibly older.
- Meyer will coordinate with members on developing joint comments for the NPRM.

#### 7. TPB Update – Jamal Alavi gave an update on NCDOT TPB:

- NCDOT is going through a major reorganization; TPB has to reduce its staff by 15, out of 120 currently employed; employees are given incentives to retire or move to different areas; if not enough staff are removed this way, they will have a Reduction in Force; the reorganization should be complete by December 31.
  - RIF includes traffic survey staff, and duties will be bid out to private consultants.
- CTP 2.0 – coordination between NCDOT, MPOs, RPOs, FHWA to update mapping, make it easier for the public to understand; will reorganize mapping for clarity and add other elements such as freight as needed.
  - They received feedback that original maps that included existing and recommended facilities was hard to understand; they will separate into two maps.
  - Holland noted that projects will be put into STI categories to make it in line with Prioritization; give maps same standards as the state highway map.
  - Plan is also more timeline constrained than before, to help make it more useful to the RPOs.
- Letters sent out about local funding agreements need to be tweaked; Tyler, Peggy, Mike, and Chris met with TPB about this; they will continue to work with TPB.
- Zuyeva asked if positions in TPB will be replaced or reassigned? Alavi said replacements will be announced soon.

#### 8. NCARPO Update – Elizabeth Jernigan gave an update for NCARPO:

- NCARPO has a legacy leadership program to teach facilitation and leadership techniques.
  - Alavi noted that he could have a training for the MPOs as well – he will solicit interest from the MPOs.
  - Includes discussion of leadership styles, conflict resolution, emotional intelligence, psychology, etc.
- Planning work programs are being reevaluated.
- NCARPO will be sending new members to the P5.0 workgroup.

**9. Logistics Overview for North Carolina** – Charles Edwards gave a presentation on freight and logistics in North Carolina:

- The freight logistics network in NC is evolving; includes new interstates, new intermodal hub, and widened turning basin at Wilmington.
- Piedmont Improvement Project – Crescent corridor – will be only double-tracked line south of Washington DC.
- Trucks still do most first mile/last mile, but will be more short hauls.
- Uber Trucking – Uber is planning to develop their own company.
- Amazon is starting its own freight airline – will not use UPS or FedEx – will use their own staff and equipment for this.
- Smaller distribution centers are the trend, but there will be more of them.
- Logistics includes information and financial flows as well; bandwidth is very important to companies.
- Companies starting to do manufacturing closer to their markets – they want to eliminate transportation costs as much as possible.
- Potential use of public transit for delivery of goods.
- Tobacco & Foodstuffs, Textiles, and furniture still important industrial sectors in NC.
- New kinds of challenges: new economic paradigms, anti-globalization sentiments, circular economy and logistics, etc.
- Shifting more freight onto rail; need optimized and flexible infrastructure for freight traffic.
- Funding is insufficient for the Critical Urban and Rural Freight Corridors.
- Zuyeva asked about balancing the need for more truck parking areas and the increase in autonomous vehicles. Edwards noted that these trucks will still have “minders” who will be in the cab of the truck so ensure that nothing goes wrong. NCDOT will be working on some recommendations for how to address the parking and rest area issue in the long term.

A copy of the presentation is provided for further information.

**10. 2016 Conference Impacts** – Craig McKinney presented on the NCAMPO Conference that took place in Greensboro in May:

- 380 people registered, with 313 early registrants.
- 19 sponsor companies, 6 vendors, 84 sponsor and vendor personnel in attendance.
- \$66,180 in registration revenue; \$16,700 in sponsorships; \$3,000 from vendors = \$85,880
- Total expenditures = \$66,336.10 (space, receptions, bike tours, conference materials)
- Net revenue = \$19,543.90
- Were able to significantly increase number of early registrations compared to Raleigh, possibly by increasing later registration fee.
- The amount of food for lunch was overestimated; some people simply did not stay for lunch.
- Multi-tier cost breakdown is still needed to encourage people to register early.
- Reception spaces were very inexpensive to rent.
- 50 survey respondents; majority of residents were satisfied/very satisfied; unsatisfied responses mainly related to the space for the conference – somewhat small space available.
- For future conferences can consider event planners/organizers such as Hausmann Associates.
- Printing schedule books is expensive – consider going all electronic? Lukasina noted that the NCGIS conference used a scheduling app and printed a smaller run of the conference booklet.
- Meyer noted that most of excess revenue came from sponsorships and vendors; if these are not as available in future conferences, should consider scaling back the give-aways or activities considering how much they make a difference.

**11. 2017 Conference Preparations** – Kim Maxey and Maurizia Chapman gave an update on the 2017 NCAMPO Conference Preparations, which will be in New Bern:

- The New Bern Convention Center has been reserved for the conference at a cost of \$4,600 – includes tableware, set-up, one day of audiovisual, etc. This is a big discount on their normal rates.
- Local hotels and bed & breakfast owners have been contacted to discuss rates.

- They are considering going towards a mobile app for the conference as discussed earlier – but no determination yet.
- Conference dates are April 26-28, 2017.
- The NCAMPO Board meeting will be held the Tuesday prior to the start of the conference (April 25).
- Craig McKinney noted that they should contact companies for sponsorships before the end of the year, because they will be setting their sponsorship budgets before the New Year. Chris Lukasina noted that they should consider putting the sponsorship cost higher – they will pay even if it is higher; also, some companies have consolidated, reducing the pool of potential sponsors.
- Reception sites and options are still being discussed – including the history center and an outdoor gazebo with a live band.
- Chapman will be retiring after the end of the conference.
- Future conference locations that are planned: 2018 – Charlotte; 2019 – Jacksonville.

#### 12. Treasurer's Report & Discussion – Hank Graham gave the Treasurer's Report:

- Net cash from the conference is about \$5,500 less than McKinney reported – due to web site and various transaction fees for the registrations and payment collection.
- Current balance in checking is \$44,542.53.
- There are costs associated with keeping the registration system active for the year, but closing it and re-opening it requires a lot of paperwork.
- Lukasina noted that CAMPO recently updated their website and used a web service company in Carrboro that had a start-up fee of \$4,000-\$5,000 but has low yearly maintenance fees. He was not necessarily suggesting using this company but simply noting that NCAMPO could use a different website provider with lower fees.
- Other fees are associated with the financial institution the organization uses.
- Lukasina noted that some conference planning organizations build in payment portals and other features into their cost.
- The State Employees Credit Union (SECU) is closing the NCAMPO account because they generally do not deal with corporate or semi-corporate clients; they must decide a new bank to go with.
- The organization's corporate taxes are due August 15; Meyer requested that Graham send a copy of the taxes to the NCAMPO officers to review.
- The balance in the checking account should be less than \$50,000 or there may be tax consequences; above that point, the organization should consider using the funds for educational purposes, as have been discussed in the past. Could do programs similar to the Regional Transportation Alliance in the Triangle, which sponsors business leaders to visit other areas of the country and see transportation improvements. Other types of workshops and trainings could be considered, such as NHI training courses.

#### 13. PL Balances & PL Formula - Tyler discussed PL fund balances and formula:

- NCDOT is willing to work with NCAMPO in adjusting the PL balances and formulas; however this should be done in the near future. This includes the formula of disbursement and possible redistribution of unobligated balances.
- FHWA has several case studies on how other states distribute their PL funds.
- NC does not get as much in PL funds as it should; seems to not be related or tied to new growth, which has been significant in NC compared to other states.
- Minimum PL amount for MPOs has not changed in a while.
- As opposed to other regions, NC MPOs are not provided additional funding to conform to state requirements; MPOs have to spend their own money to do state planning.
- NC MPOs receive \$130,000 in base PL funding, then the rest is divvied up based on UZA population.
- Some MPOs do not carry any extra balances from year to year, while some carry significant balances over time; MPOs have four years of funds to spend the funds, before they expire.
- The largest unobligated balance is about \$700,000 in a non-TMA.
- Lukasina suggested that they have a conversation with MPOs with large unobligated balances to determine if they plan to use it, or have the local match for it. Meyer noted that at a certain point it should be clear that the money is not being used.

- More discussion ensued about under what conditions funds should be redistributed; what to do with the funds from unobligated balances; and how to approach MPOs with large unobligated balances.
- Some board members will be attending the Tools of the Trade Conference which will have an MPO roundtable and they will be able to discuss the issue with MPOs from other states.
- The issue will be studied more before the next meeting; the FHWA case studies will be circulated to Board members.

**14. Next Meeting**

- December 2, 2016

**15. Adjournment** – Consensus was that the meeting was adjourned at 2:52 pm.

Respectfully Submitted,

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Daniel Amstutz for  
John Marshall, Secretary