



**Minutes of May 10, 2016**  
 1:00PM, Greensboro, NC  
 Greensboro MPO Offices– Melvin Municipal Building  
 300 West Washington Street, Greensboro, NC 27402-3136

Name (In Attendance)	Organization	Name (In Attendance)	Organization
Tom Britton	GSATS	Maurizia Chapman	NBMPO
Loretta Barren	FHWA	Tyler Meyer	GUAMPO
Patrick Norman	NCDOT	Craig McKinney	GUAMPO
Neil Burke	CRTPO	Mike Kozlosky	WMPO
Tristan Winkler	FBRMPO	Dan Thomas	NCDOT
Hank Graham	GCLMPO	Daryl Vreeland	Greenville MPO
Ritchie Rozzelle	FBRPO	Mike Bruff	NCDOT
Peggy Holland	JUMPO		
John Marshall	GHMPO		
Bob League	Rocky Mount MPO	<b>Name (Attendance via Phone)</b>	<b>Organization</b>
Joel Strickland	FAMPO	Mike Nunn	Burlington MPO
Edward Starks	GSATS	Phil Conrad	Cabarrus Rowan MPO
Mark Hoeweler	GSATS	Fred Haith	WSMPO
Beth Doliboa	WMPO	Debbie Collins	NCDOT-PTD
Jamal Alavi	NCDOT	David Wasserman	NCDOT-SPOT
Candice Leonard	CRTPO	Sarah Lee	NCDOT-SPOT
LetticiaRuderman	NCDOT	Julie White	NC Metropolitan Mayors Coalition
Ellen Dickson	NCDOT	Lauren Blackburn	NCDOT
Patrick Flanagan	Down East RPO	Earlene Thomas	NCDOT
Chris Lukasina	CAMPO		

**Open Meeting/Welcome/Introductions**–Tyler Meyer opened the meeting by welcoming all present in person and via phone. He asked that introductions be made.

1. **Minutes**–John Marshall presented the minutes. Mark Hoeweler made a motion to adopt the minutes from the February 5, 2016 meeting. Peggy Holland seconded the motion which passed unanimously.
2. **Treasurers’ Report**–Tyler Meyer spoke for Hank Graham:
  - Tyler mentioned that we have a large number of registrants for the conference and have a significant amount of carry over funds. Craig would discuss more about the funds in the conference update.
3. **Organizational Appointments:**
  - Tyler said we needed appointments for the SPOT 5.0 work committee. Tyler suggested that the same work group as SPOT 4.0 (Neil, Chris, Peggy and Tyler). Alternates would be Paul and Suraiya. A motion to approve these appointments was made by Daryl and seconded by Bob which passed unanimously.

4. **Conference Update** - Craig McKinney gave a conference update:
  - Craig McKinney said there were 380 registrants so far for the conference and that did not count people who would register the day of.
  - There was approximately \$18,000 carry over funds for next year's conference.
  - Wednesday night's reception would be at the Kress Terrace.
  - Thursday night's reception would be at the Green Hill Center for the Arts.
  
5. **SPOT Update** – David Wasserman and Sarah Lee gave a SPOT update:
  - David discussed the SPOT 4.0 schedule.
  - Sarah will be providing non-highway commitment letters.
  - There will be a SPOT session at the conference.
  - Tyler asked if there were any changes to the non-highway commitment letter? Sarah said they were updating the template and it would be more like a letter of support.
  - Neil asked if the letters only applied to projects that get local input points? Sarah all projects that require a local match would require letters.
  - Daryl asked if they could wait until the regional projects get finalized before division commitment? Sarah said that is why they are making it more of a letter of support.
  - Tyler asked if there could be one letter for all same type of projects? David and Sarah will discuss.
  - Neil said there will be a lot more for support at the division level.
  - David and Sarah said they would discuss internally with others and get back to the association.
  - Bob asked when SPOT 5.0 would begin? David said tentatively late next summer or early fall.
  
6. **Real-time Traffic Data** – Mike Bruff gave a presentation on the Real-time Traffic Data website:
  - Via I-95 Corridor Coalition's Vehicle Probe Project (VPP) data through RTIS.
  - Since 2008.
  - Real-time and archived speeds/travel times from GPS probes, connected cars, mobile devices, portable navigation, commercial fleet and sensors.
  - In NC: ~15K centerline miles in ~22K road segments, updated every minute.
  - Accuracy to 2.5 MPH overall, under 5MPH when most congested.
  - As of April 1, NCDOT has switched to HERE for probe data.
  - INRIX Data is still available prior to April 1.
  - Speeds/travel times from GPS probes, connected cars, mobile devices, portable navigation, commercial fleet and sensors.
  - Depending on source, there are some gaps in data and some data is imputed e.g. National Performance Management Research Data Set (NPMRDS) – raw data, NHSSystem only
  - Data is best on roads > 30,000 AADT and >1-mile Signal Spacing.
  - Maps are the most challenging part.
  - Data isn't perfect, but it is getting better.
  - Road Classes are by their NAME, not functional class.
  - Enter routes as XX-## (I-40, US-64...).
  - Data Use Agreement: cannot give to those who will profit from data.
  - Have updated DUA agreements from the following:
    - Charlotte – signed 3/31/2016
    - Raleigh – access through CAMPO
    - Winston-Salem – pending (follow-up)
    - DCHC – signed 2/3/2015
    - GO Triangle – signed 9/15/2015
    - Greater Hickory – signed 2/2/2015
    - Greensboro – signed 3/10/2015
    - CAMPO – signed 6/10/2015
    - Wilmington – pending (follow-up)

7. **IT and Interagency Coordination** – Dan Thomas briefly spoke about IT and Interagency Coordination in Long Range Planning. Dan introduced Ellen Dickenson who discussed online collaboration for transportation planning.

Specific Goals:

- Enable Planning organizations to collaborate online with NCDOT, local government, resource agencies and other stakeholders on Transportation Planning related deliverables.
- Provide Search capability for planning files.
- Find planning files related to a given DOT programmed project – even with a separation of years & different identifiers being used.

8. **Procurement Procedures** - Dan Thomas and Earlene Thomas explained procurement procedures:

- Online Procedure: <https://connect.ncdot.gov/projects/planning/Pages/TPManualsMPO-RPO.aspx>
- The purpose of this procedure is to document the process for a Metropolitan Planning Organization (MPO) to procure a Private Engineering Firm (PEF) to provide transportation planning services for the MPO, or one of its member agencies.
- The MPO is required to adhere to the NCDOT consultant selection process when seeking a PEF.
- These policies and procedures shall apply to all contracts for professional or specialized services which equal or exceed \$50,000 and are obtained by the Department of Transportation pursuant to G.S. 136-28.1(f). Subgrantees shall also follow these policies and procedures when utilizing professional or specialized services.
- When subgrantees administer federal-aid funds, the subgrantees shall obtain NCDOT approval, in writing, prior to contracting with a firm.
- The TPB MPO Coordinator participates on the PEF selection team.
- Once a preliminary decision is made to accept a proposal:
  - Submit a draft copy of the contract, scope of work, man-hours and other material shown on the fiscal checklist to the TPB MPO Coordinator for review.
  - The TPB MPO Coordinator will forward the package to the NCDOT Office of Inspector General, Consultant Audit Unit for review.
  - After reviews are completed, the TPB MPO Coordinator will write an approval memo to the MPO providing the findings of NCDOT's review.
- Following approval of the contract, submit a copy of the executed contract to the TPB MPO Coordinator.
- The executed PEF contract along with the approval memo become backup documentation for the fiscal year contract supporting the annual work program.

9. **Federal Earmark Repurposing**– Patrick Normandiscussed Repurposing Legislation:

Section 125 of the Department of Transportation Appropriations Act, 2016 (Pub. L. No. 114-113, Division L, Title I)

- Can re-purpose any earmark that was designated on or before September 30, 2005 that is less than 10 percent obligated or final vouchered and closed.
- The re-purposed funds must be obligated on a new or existing project in the State within 50 miles of the original earmark designation.
- All requests to re-purpose funds must be submitted to FHWA's Office of the CFO by September 12, 2016.
- The re-purposed funds must be obligated on or before September 30, 2019.
- The project must be an eligible project under the Surface Transportation Block Grant program.
- More information available at: <http://www.fhwa.dot.gov/cfo/earmarkrepurposing/>

Commonly described as a legislatively mandated expenditure specifying:

- Location
- project to receive the funding

Are found as a line-item in an annual appropriations bill or in a multi-year surface reauthorization bill.

Most transportation earmarks provide no additional money to a state

Most transportation earmarks are carved out of each state's formula allocation reducing funding to the state's own priority projects

Next Steps:

- If the project for which the earmark was originally intended is still active, we will apply the remaining funds to an existing or future activity such as right-of-way or construction, or cover overdrafts associated with the project and no re-purposing will be required.
- If the project for which the earmark was originally intended is complete, we will identify a different project that is either a transition project or a project that has been selected through STI and re-purpose the funds for use on that project.
- If the project for which the earmark was originally intended is not active (i.e. it is not currently in the STIP), we will identify a different project that is either a transition project or a project that has been selected through STI and re-purpose the funds for use on that project.

**10. TPB Update on PL Funds:** Patrick Norman explained NCDOT's proposal to use MPO's PL funds. The following is the proposed language from NCDOT:

All work performed by the Department on this Project, including, but not limited to, reviews, inspections, and Project oversight, during any phase of the delivery of the Project, shall reduce the funding available to the Lead Planning Agency under this Agreement. The Department will set aside two point two five percent (2.25%) of the total estimated cost to use towards the costs related to review and oversight of this Project, including, but not limited to review and approval of plans, environmental documents, contract proposals, engineering estimates, construction engineering and inspection oversight, and other items as needed to ensure the Lead Planning Agency appropriate compliance with state and federal regulations.

In the event that the Department does not utilize all the set-aside funding, then those remaining funds will be available for reimbursement to the Lead Planning Agency at the above reimbursement rate. For all costs of work performed on the Project, whether incurred by the Lead Planning Agency or by the Department, the Lead Planning Agency shall provide the non-federal match. If the Lead Planning Agency fails to provide sufficient match for the costs incurred, the Department will bill the Lead Planning Agency for the non-federal match of any costs that the Department incurs on the Project and for any costs that exceed the Total Estimated Cost.

- There were many questions raised by the MPOs and much disagreement on the proposal. The discussion will continue at the next quarterly meeting.

**11. PTD Topics** – Debbie Collins gave a PTD update:

- Currently having meetings with large MPOs.
- Working on five-year financial plan.
- Missing three 5303 applications and three UPWPs from MPOs.
- Discussed STIP amendment process.

**12. FHWA Update** – Loretta Barren gave a FHWA Update:

- Pilot funding for coastal areas for erosion – requires 20% match but prefers 50% match.
- Study looking at environmental justice and what tools are being used – webinar to follow.
- Planning regulations coming out in May and planning factors grew by two under FAST Act.
- Charlotte Metro has met ozone attainment and will be announced on June 3<sup>rd</sup>.

- 13. Bicycle and Pedestrian Update** – Lauren Blackburn gave a Bicycle and Pedestrian Update:
- Upcoming announcement for planning feasibility studies for projects submitted through SPOT.
  - To look more at completed projects – 3 or 4 per year.
  - Cost estimator tool will be available soon – developed with assistance from UNCC.
  - Received 2013 crash data and that data has been into their GIS data set.
- 14. Association Business** - Tyler discussed PL fund balances:
- Fund balance guidelines last revised in 2004/2005.
  - Some MPOs have large balances and some barely have enough.
  - Mark mentioned that current allocations do not work for GSATS.
  - Mike said he wants to come back with a proposal to review those with large reserves.
  - Maurizia brought up the point that there should be a dedicated funding amount even for small MPOs.
- 15. Legislative Update** – Julie White gave a Legislative update:
- 2016 Short Session
- April 25th till???
  - Adjust the biennial budget
  - Study committee legislation
  - Local bills
- 2016 Big Issues
- Teacher/State employee pay raises
  - Economic development
  - Rural infrastructure
  - Continued tax changes
  - Medicaid tweaks
- 2016 Transportation Legislation
- Light rail cap- H988/S857 and House budget
  - Unpaved secondary roads formula change – H963 and House budget
  - Eliminate ferry tolling – H1002 and House budget
  - Dedicated funds for ports/aviation – S798
  - Redirect ConnectNC \$ on Nov ballot – H1106
  - Terminate I-77 agreement – H954 and H950
  - 2016 House Transportation Budget
- House Select Committee on Strategic Transportation Planning and Long Term Funding Solutions
- Powell Bill – House budget maintains appropriation level
  - \$2m additional each for ROAP and SMAP
  - \$9m restored for inmate litter collection
  - \$32m additional to STI
  - Continued push toward outsourcing of preconstruction activities
- Another Statewide Bond?
- Governor has referenced another bond
  - Could include transportation
- 16. Performance Measures** – Bob Cook:
- Bob mentioned The CRTPO has retained a consultant to assist with leading the research, coordination, development, and delivery of a set of performance measures that the CRTPO will use to evaluate the overall condition and performance of its transportation system prior to its next MTP update.

**17. MPO Structure** – Mike Kozlosky:

- In the United States there are several organizational structures and hosting arrangements.
- The Staffing and Administrative Capacity of Metropolitan Planning Organizations published by the Federal Highway Administration in May 2010 outlines the different types of MPO structures.
- These structures range from fully independent free-standing MPOs to MPOs that are integrated with their host in a manner that they form a single, indistinguishable all-in-one agency.
- The report identifies 5 different types of organizational structures to include: All-in-One-Agency, Dual Purpose MPO, Component MPO, Leaning Independent and Freestanding Independent.

**18. Next Meeting**

- August 5, 2016

**19. Adjournment** – Consensus was that the meeting was adjourned.

Respectfully Submitted,

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John Marshall, Secretary