

**Wilmington Urban Area
Technical Coordinating Committee
Meeting Notes for May 13, 2015**

Members Present:

Mike Kozlosky, City of Wilmington	Megan O'Hare, Pender County
Adrienne Harrington, TDM Coordinator	Trey Burke, Town of Navassa
Ed Parvin, Town of Carolina Beach	Don Bennett, City of Wilmington
Ken Vafier, New Hanover County	Nancy Avery, Town of Kure Beach
Patrick Riddle, NCDOT Division 3	Zach Steffey, Town of Wrightsville Beach
Robert Waring, Town of Leland	Allen Snipes, NCDOT Planning Branch
Allen Serkin, Cape Fear COG	
Whitney Pearce, Wilmington International Airport	

Others Present

James Upchurch, NCDOT Planning Branch

1. Call to Order

Mr. Kozlosky called the meeting to order at 10:05am.

2. Approval of Minutes

The minutes for the meeting April 15, 2015 were approved unanimously.

3. Presentations

a. Cape Fear Transportation 2040 Plan Survey Results

Ms. Rashid told members that staff hosted 7 regional public open houses between April 1st and April 30th. She noted that the meetings were well attended. Staff received a total of 57 public comment forms. From those, staff developed a summary of public comments for review.

Ms. Rashid reviewed the responses to the questions asked on the forms and she noted that the responses were generally consistent with the proposed plan. She told members that the modal subcommittees will review the comments received. Following those meetings, the comments will go to the CAC for review and consideration.

Mr. Upchurch told members that a lot of attention is being given to Title VI considerations when conducting public outreach meetings. Ms. Rashid said staff was made aware of the Title VI regulations and they made sure to adhere to the guidelines early on in the outreach process. She noted that it is also addressed in the MTP.

4. Consent Agenda

a. Resolution approving STIP/MTIP Amendments (April)

Mr. Kozlosky told members that the 30-day public comment period was held for the STIP/MTIP amendments for April and staff did not receive any comments.

Mr. Vafier made the motion to approve the consent agenda and forward to the TAC for consideration. Mr. Warring seconded the motion and it carried unanimously.

5. Discussion

a. Review of CAMPO's Surface Transportation Program-Direct Attributable (STP-DA) and Transportation Alternatives Program-Direct Attributable (TAP-DA) Process

Ms. Strait told members that she and Mr. Knight attended the Capital Area MPO's training session on their STP-DA and TAP-DA program process. She noted that CAMPO established their Locally Administered Projects Program (LAPP) in 2009 to help administer the direct attributable funding and established a training program to assist with the process. She reviewed CAMPO's implementation process flow chart and said staff will use it as a pattern for establishing a more transparent process.

Mr. Kozlosky told members that the WMPO staff will work with the Department to define our role and provide guidance to the member jurisdictions as the process is established. Ms. Strait said staff will offer annual training on the process and this summer staff plans to hold a Partner Connect training session. Mr. Snipes told members he would discourage funding in phases. Ms. Strait said that was a point that CAMPO stressed several times during the training session.

Mr. Burke stated that there is no room on the flow charts for the consultant. He suggested thinking of your consultant as an extension of your local government and make sure to include those services in the RFP.

Mr. Kozlosky told members that Mr. Knight and Ms. Strait will meet with the work group prior to the release of the revised submittal application and modifications to the scoring process. Staff will bring the results from the work group back to the TCC for discussion.

6. Updates

Updates are included in the agenda packet.

7. Announcements

Mr. Kozlosky told members that staff sent out an email asking members to delay adopting the new MOU. He noted that there is a potential issue with the WMPO name change and legislation that has been introduced before the State Legislature. Staff is working with legal counsel on the best way to move forward.

8. Adjournment

With no further items, the meeting was adjourned at 10:38am.

**THE ABOVE MINUTES ARE NOT A VERBATIM RECORD OF THE PROCEEDINGS.
THE ENTIRE PROCEEDINGS ARE RECORDED ON A COMPACT DISC AS PART OF THIS RECORD.**