WILMINGTON URBAN AREA
Metropolitan Planning Organization
P.O. Box 1810
Wilmington, North Carolina 28402
910.342.2781 910.341.7801 FAX

The mission of the Wilmington MPO is to develop and implement a comprehensive multi-modal transportation plan that supports the existing and future mobility needs and economic vitality of the Wilmington Urban Area. This shall be accomplished by protecting the environment, safe guarding the social equity, improving the quality of life for the citizens of the community, improving the local economy and providing for the safe and efficient mobility throughout the region. This is achieved through the long range transportation planning process which includes a comprehensive, continuous and cooperative approach from citizens and participating members.

Members:

City of
WILMINGTON
Lead Planning Agency

Town of
CAROLINA BEACH

Town of
KURE BEACH

Town of
WRIGHTSVILLE BEACH

NEW HANOVER
County

Town of
BELVILLE

Town of
LELAND

Town of
NAVASSA

BRUNSWICK
County

PENDER
County

CAPE FEAR
Public Transportation
Authority

North Carolina
BOARD OF
TRANSPORTATION

Technical Coordinating Committee
Meeting Agenda

TO: Technical Coordinating Committee Members
FROM: Mike Kozlosky, Executive Director
DATE: October 11, 2012
SUBJECT: October 17, 2012 meeting

A meeting of the WMPO Technical Coordinating Committee will be held on Wednesday, October 17th at 10:00 am. The meeting will be held in the Traffic Conference Room on the 4th Floor of 305 Chestnut Street in downtown Wilmington.

The following is the agenda for the meeting:

1) Call to Order
2) Approval of Minutes:
   a. 9/12/12
3) Presentation
   a. Local Programs Management- Marta Matthews, NCDOT
4) Old Business
5) New Business
   a. Resolution supporting participation in the I-95 Coalition
   b. Resolution adopting STIP/MTIP Amendments
   c. Resolution supporting I-74 as a Priority Project for the Eastern North Carolina Coalition
   d. Resolution Adopting the Direct Appropriation Funding- Local Prioritization Process and Funding Allocation
6) Discussion
   a. STIP/MTIP Administrative Modifications
   b. Wilmington MPO Boundary Expansion
7) Updates
   a. City of Wilmington/Wilmington MPO
   b. Cape Fear Public Transportation Authority
   c. NCDOT
8) Announcements
   a. Wilmington MPO Bike/Ped meeting- October 23rd
9) Next meeting –November 28, 2012

Attachments:
- Minutes 9/12/12 meeting
- I-95 Corridor Coalition Procedural Guidelines
- Resolution supporting participation in the I-95 Coalition
- MTIP/STIP Amendments

- Resolution adopting STIP/MTIP Amendments
- Resolution supporting I-74 as a Priority Project for the Eastern North Carolina Coalition
- Resolution Adopting the Direct Appropriation Funding- Local Prioritization Process and Funding Allocation
- STIP/MTIP Administrative Modifications- October
- City of Wilmington/Wilmington MPO Project Update (October 2012)
- NCDOT Project Update

Wilmington Urban Area
Technical Coordinating Committee
Meeting Notes for September 12, 2012

Members Present:
Mike Kozlosky, City of Wilmington
Robert Waring, Town of Leland
Karyn Crichton, New Hanover County
Sean Ryan, Town of Navassa
Shane York, NCDOT
Patrick Riddle, NCDOT
Adrienne Harrington, TDM Coordinator
Don Eggert, Cape Fear COG
Helen Bunch, Brunswick County
Ken Vafier, Pender County
Don Bennett, City of Wilmington
Pat Walsh, Town of Belville
Albert Eby, WAVE Transit

1. Call to Order
Mr. Kozlosky called the meeting to order at 10:03 am.

2. Approval of Minutes
The minutes from the August 15, 2012 meeting were approved unanimously. It was noted that Mr. Riddle was in attendance at the August meeting.

3. Presentation

a. Congestion Management Plan- Joe Geigle, FHWA
Mr. Geigle gave a presentation on the Congestion Management Process (CMP) for the Wilmington region. He told members that the CMP is a systematic and regionally-accepted approach for managing congestion based on accurate, up-to-date information on system performance and an assessment of strategies to address local/regional congestion needs. He noted that the one important difference is the change from an "8-step" model to a model that recognizes 8 necessary actions or elements. It allows flexibility in how the actions or elements are ordered/grouped and/or integrated into other processes such as the LRTP or TIP.

4. Old Business

a. Resolution supporting naming US 17 in Pender, New Hanover and Brunswick Counties as "The Colonial Highway"
Mr. Kozlosky told members the US 17 Association has not yet completed their economic study and he recommended that the item be tabled until they complete the study. The item can be brought forward at that time.

Mr. Eby made the motion to table the resolution supporting the naming of the US 17 corridor to a non-specific meeting date in order to allow the US 17 Association to complete their economic study for the corridor. Ms. Bunch seconded the motion and it carried unanimously.

5. New Business

a. Resolution supporting participation in the Eastern Carolina Coalition
Mr. Kozlosky told members at the suggestion of NCDOT, the 14 MPOs and RPOs east of I- 95 met to discuss forming a coalition to address on-going transportation issues that impact eastern North Carolina.

The group will be discussing emerging issues and work to develop a collaborative approach to transportation planning in the eastern part of the State. Each of these 14 MPOs and RPOs are being asked to adopt a resolution supporting participation in the Coalition.

Mr. Eggert told members he is in support of establishing the Coalition and made the motion to support the participation in the Eastern Carolina Coalition and forward to the TAC for consideration. Mr. Eby seconded the motion and it carried unanimously.

6. Discussion

a. Wilmington MPO Boundary Expansion

Mr. Kozlosky told members he will be making a presentation to the Town of Topsail Beach on September 19th and will also contact the Mayor of Surf City about making a presentation. He noted that the TAC asked that he bring back an amended MOU that includes the possibility of weighted-voting and also the possibility of adding a representative from the Cape Fear Transportation Authority as a voting member. He told members he will bring the information to the TAC for consideration in October.

b. Wilmington MPO Transportation Management Designation

Mr. Kozlosky told members as of July 18th the Wilmington MPO was designated as a Transportation Management Area, which means we exceeded the threshold identified by the Federal Highway Administration of 200,000 in population. He noted that one of the positives of the designation is that the MPO will receive Direct Attributable Funds. Ms. Rashid and Ms. Murphy developed a prioritization process for determining how to best distribute the Direct Attributable funds. He would like to get feedback from TCC members.

- **Direct Attributable Funding- Local Prioritization Process**
  Ms Rashid told members staff reviewed three TMAs for benchmarking in establishing a Local Prioritization Process for programming Direct Attributable (DA) funds. The benchmark MPOs were Winston Salem, the Capital Area and the Durham-Chapel Hill. After reviewing the information, staff recommended using a process similar to the Capital Area MPO (CAMPO) because it offers greater impact for the regional needs of the MPO. Their model uses funds off the top to supplement the UPWP and the remaining monies used for roadway, transit, and bicycle/pedestrian projects.

  Ms. Rashid said staff is recommending taking funding off the top to supplement the UPWP and the remaining monies used for roadway, transit, bicycle/pedestrian and intersection projects for the local prioritization process. The next step is to determine the percentages of the funds to be allocated in each category or "bucket" every year as identified by the TAC.

  Ms Rashid asked for volunteers to serve on a sub-committee to further develop the process to help determine which projects will be funded. Members who volunteered for the subcommittee are Ms. Harrington, Mr. Ryan, Ms. Crichton, Ms. Bunch, Mr. Waring, Mr. Vafier, Mr. Eby and Mr. Riddle.

  Ms. Rashid noted that staff will present for the Local Prioritization Process to the TAC for consideration at their next meeting

c. State Ethics Policy for MPOs and RPOs

Ms Rashid told members that in 2012 the General Assembly enacted legislation covering all MPOs and RPOs that states that all members of their TCCs and TACs are covered by the State Ethics Act beginning January 1, 2013. Members must complete a Statement of Economic Interest (SEI) by April 15, 2013. Ms. Rashid noted that local government ethics education does not satisfy the Ethics Act education requirement. June 30, 2013 is the deadline for completing ethics education.

d. **Wilmington MPO "DRAFT" 2013-2023 STIP/MTIP**
   Mr. Kozlosky told members staff received a "draft" 2013-2023 STIP/MTIP. It includes projects
   funded for right-of-way acquisition and construction for highway projects. He noted that the public
   transportation projects will be coming out at a later date.

7. Updates
Project updates for the Wilmington MPO/City of Wilmington and NCDOT are included in the agenda
packet.

8. Announcements

9. Adjournment
With no further items, the meeting was adjourned at 11:40 am.

<div align="center">
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.
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I-95 CORRIDOR COALITION

PROCEDURAL GUIDELINES

Prepared By:

Steering Committee

December 2010

Procedural Guidelines

Table of Contents

PREFACE

The I-95 Corridor Coalition does not have a formal set of By-laws. However, since its establishment, the Coalition has adopted a number of procedures, policies and guidelines that determine the manner in which we operate. These operating guidelines have been compiled and are contained in this manual. This manual will be of use to both new and existing Coalition members. Since procedures are always being revised, it is planned that this manual will be updated on a frequent basis. Any comments or suggestions should be addressed to the current co-chairs of the Steering Committee or to any of the Coalition staff.

Gene Donaldson (Delaware DOT), Chair
I-95 Corridor Coalition Steering Committee

Original Adoption	May, 1996
Major Revision	September, 1998
Major Revision	May, 2001
Major Revision	August, 2006
Major Revision	February, 2007
Minor Revision	July, 2009
Minor Revision	December, 2010

I. ORGANIZATION AND MANAGEMENT

MEMBERSHIP GUIDELINES

There are four types of membership within the I-95 Corridor Coalition (Coalition): Full Membership, Affiliate Membership, Associate Membership and Friends of the Coalition.

Full Membership entitles the organization to a seat on the Executive Board, along with representation on the Steering Committee, Program Track Committees, and/or any special task forces. Full membership applies to any organization that owns or operates a major regional system within the Coalition's 16 states or that is an agency of the United States Department of Transportation (USDOT). Each full member is accorded one vote, when voting is required.

Affiliate Membership entitles the organization to representation on the Steering Committee, Program Track Committees, and/or any special task forces.   This category includes any organization that is a transportation-related association, such as a Metropolitan Planning Organization (MPO) or other transportation planning agencies/organizations within the 16 State Coalition Region.

Associate Membership entitles the organization to representation on the Program Track Committees, and/or any special task forces. This category includes any organization that owns or operates a local transportation system; is otherwise eligible to be a Full or Affiliate member but is outside the geographic boundary of the Coalition; or is a partner agency, such as State Police, other law enforcement organizations, and motor vehicle agencies. Partner agencies typically contribute to the content and implementation of the Coalition's program, but are not part of a public transportation department or authority.

Friends of the I-95 Corridor Coalition entitles the organization to receive Coalition newsletters, publications, notices and project reports (if requested). Organizations or individuals not eligible for Full, Affiliate or Associate membership would fit this category.

Process for Adding New Members

Organizations interested in Full, Affiliate or Associate Membership must submit a written request. The leadership of the Steering Committee must approve any organization requesting Affiliate or Associate Membership.   The Executive Board leadership must approve requests for Full membership. Any organization that is interested in becoming a Friend of the I-95 Corridor Coalition will be added to the database upon request.

New Member Packages

Any new Full, Affiliate or Associate Member will receive a welcome package that includes a welcome letter and current publications. Unless they make a specific request, Friends of the I-95 Corridor Coalition will be placed on the mailing list to receive future editions of publications.

Committee Membership

Program Track Committees - Membership on these committees will be open to all wanting to be involved. The Program Track Committee leadership is designated by the Steering Committee leadership. Participation may include representatives from Coalition members, affiliate organizations, interest groups and other interested parties.

Policy & Strategic Planning Committee – Membership on this committee consists of individuals with a broad perspective on Coalition and member agency needs, covering policy development, planning, finance, investment, operations, and technology. Individuals with multi-modal, regional and multi-state experience are critical.   Executive Board and Steering Committee members

designate members of the Policy & Strategic Planning Committee.

Steering Committee - Membership consists of two representatives from each Full member organization and one from each Affiliate organization and all the chairs of the Program Track Committees.

Executive Board – Membership consists of the Chief Executive Officer of each Full member organization, usually a Commissioner, Executive Director, Secretary, or Administrator.

I.   ORGANIZATION AND MANAGEMENT

CORE ORGANIZATIONAL STRUCTURE

The Coalition's core structure includes the Executive Board, the Steering Committee, the Policy & Strategic Planning Committee, and the Program Track Committees.   This section provides descriptions of each Committee and guidelines for leadership succession planning.   Exhibit I-1 summarizes the roles of the key organizational parts.   Other groups supporting the work of the Coalition and their roles are also described within this section.

Executive Board

The Executive Board is made up of Chief Executive Officers or their designee from each of the Coalition's Full member agencies. The Executive Board is the policy making body for the Coalition. It meets twice a year or as needed to provide policy guidance to the Coalition and to approve the Coalition's annual program. The Executive Board looks at the implication of long-term trends and frames the Coalition's long-term goals accordingly.   It must also approve all strategic planning actions and any organizational restructuring.   A chair and one or more vice-chairs lead the Executive Board. The chair and the vice-chairs form an Executive Leadership group which meets as necessary to consider policy level issues. The Executive Leadership decides what issues must go to the full Board for consideration, and may choose to take an action as the leadership without a full Board meeting. If a ballot process is used between meetings to gather input or direction, the majority response by the due date will be used.

Decision Process - The Executive Board operates by consensus to the extent possible. When votes are needed to set priorities or to take specific action, each Full member agency shall have one vote. Decisions will be made by a simple majority of those present at a meeting. However, in advance of Executive Board meetings, a specific input and ballot on action items will be sought from those unable to attend and those votes shall count toward the final vote count.

Steering Committee

The Steering Committee is made up of the Program Track Committee chairs and the senior policy or technical representatives from each member of the Coalition. It meets as needed and deals with all aspects of the Coalition's activities including technical, institutional, organizational, program, funding, policy and internal and external relations. The Steering Committee is led by a chair and vice chair or two co-chairs. The Steering Committee coordinates and manages Coalition programs, gives guidance on activities that cut-across Program Track Committees, and oversees policy development. The leadership of the Steering Committee also participates in guiding the day-to-day management of the Coalition.   The leadership decides what issues must go to the full Committee for consideration.

Decision Process - The Steering Committee operates by consensus to the extent possible. When votes are needed to set priorities or to take specific action, each Program Track Committee Chair and each full member agency shall have one vote. Decisions will be made by simple majority of those present at a meeting. However, in advance of Steering Committee meetings, a specific input and ballot on action items will be sought from those unable to attend and those votes shall count toward the final vote count.

Policy & Strategic Planning Committee

The Policy & Strategic Planning (PSP) Committee serves a dual role in the Coalition structure. First, the PSP provides policy analysis and strategic planning support to the Executive Leadership. Second, the PSP provides management mechanisms that ensure consistency with the long-term objectives of the Coalition and supports the Steering Committee's responsibility for defining the Coalition's Work Plan and Budget. The PSP also identifies and manages/coordinates projects of corridor-wide significance or those that cut across several Program Track Committees.

Program Track Committees

Program Track Committees have been established as the core structure through which the Coalition's program will be implemented. Program Track Committees are established for focus areas as determined by Executive Leadership. The role of a Program Track Committee is to guide the Coalition activity within that area of program emphasis and expertise. These committees meet on a frequency determined by need within the Committee. Membership is from the Coalition agencies, but participation is open to anyone with an interest in the goals of the committee, including representatives of private or corporate entities. The committee may have co-chairs, but at least half the leadership must be from a member agency. The leadership of the Steering Committee approves the selection of Program Track Committee Chairs. The Program Track Committees, and their respective goals, are:

- Travel Information Services:
  - To support the development of a corridor-wide, multimodal traveler information system that provides users with accurate and timely information.
- Coordinated Incident Management - Safety:
  - To raise the visibility of safety in all Coalition activities, and facilitate, support, and enhance the coordination and implementation of interagency efforts in response to major incidents. Within this Committee are Regional HOGs groups -- an acronym from the previous committee name of "Highway Operations Group" -- which address regional geographies from Maine to Florida.
- Intermodal Freight and Passenger Movement
  - To promote reliable, efficient, and balanced intermodal transportation throughout the Coalition states by supporting policies, information technology, and operations that improve the intermodal movement of freight and passengers.

Committee Leadership Succession

The term for leadership of the Executive Board, Steering Committee, Policy & Strategic Planning Committee and Program Track Committees is two years, with a maximum of four years. As part of succession planning, all committees should conduct a leadership review every two years. Additional guidance is provided for Executive Board and Steering Committee leadership succession:

- <u>Executive Board</u> - The nominations/elections for Executive Board Leadership positions will take place at the Spring Board meeting or at the Board Meeting held in conjunction with the Coalition's Annual Meeting, with the term beginning January of the year immediately following.

  The nominating committee will be selected by the current Chair and consist of members of the Board The nominating committee will meet prior to the Board Meeting at which elections will be held and make their recommendation at the Board Meeting. Nominations may also be made from the floor at the Board Meeting. A majority of the Executive Board in attendance at the meeting shall decide on the new leadership.

  Where circumstances do not permit normal succession guidelines to be implemented, the Executive Board leadership may institute special procedures to fill vacant positions.

Mid-term Appointments – In the case of a mid-term Executive Board leadership vacancy, for Chair or Vice-Chair, the remaining Executive Leadership will appoint another member of the Executive Board to fill the vacant position until the next regularly scheduled election. If the vacancy to be filled is the Chair position, one of the remaining Vice-Chairs will assume the Chair position and a new appointment will fill the Vice-Chair position until the next regularly scheduled election. The Executive Leadership will enact any required changes at the first opportunity following the vacancy, or in advance when prior notice is given. The new and/or revised Executive Leadership will be officially announced to the entire Executive Board in writing at the earliest opportunity after the appointment, and introduced at the next regularly scheduled Executive Board meeting.

- Steering Committee - The combined time in service for any of the leadership positions should not exceed four years. One of the two members of the leadership team will continue their term after the other has left to provide continuity. Either two Co-chairs or a Chair and Vice-chair could serve as the leadership.

  Succession will take place at two-year intervals (offset from the Executive Board succession) with the changeover occurring during the first meeting of the Steering Committee in the calendar year. Nominations and elections will occur during the last meeting of the appropriate calendar year.

  Any member of the Steering Committee may make nominations for Steering Committee leadership by submitting in writing to the Steering Committee leadership or the Executive Director. In all cases, recommendations will be forwarded to the Steering Committee for ratification.

  Mid-term Appointments - Where circumstances do not permit normal succession guidelines to be implemented, the Executive Board, in conjunction with the remaining Steering Committee leadership, may institute special procedures to fill vacant positions. One such case is when one or both of the current Steering Committee leadership resign or are no longer able to serve.

Exhibit I-1   ORGANIZATIONAL ROLES

Coalition	Program Track Committee	Policy & Strategic Planning Committee	Steering Committee	Executive Board
Long Range and Strategic Planning	• Provide input to track-related strategies and long-range activities	• Develop long-range strategic vision for Coalition and Corridor • Act in an advisory role on policy issues	• Prioritize track recommendations • Translate Executive Board direction and strategies into near-term policies and programs	• Identify long term strategic positions • Position Coalition's long-range plans and strategies
Program and Operating Policies	• Identify policy issues, options for recommendation	• Ensure that the Work Plan and Budget reflect the established strategic objectives and priorities.	• Decide/give guidance on direction of Coalition • In coordination with PSP oversee business operations	• Set overall direction of Coalition • Provide input and direction • Finalize and make decisions on policies
Programs & Projects	• Develop programs and recommend priorities within track areas • Oversee technical and program activity • Identify training, standards and other agency support needs in track areas • Identify & create links with related program tracks • Identify emerging issues within track areas	• Identify and manage certain projects of corridor-wide significance or projects with significant policy considerations; • Identify and manage major projects that cut across many Program Tracks.	• Coordinate and guide programs/ resources; • Determine overall program and coordinate across program tracks; • Identify, prioritize, and agree on agency support needs and emerging issues	• Provide input and direction • Finalize and make decisions on programs
Budgets	• Recommend and monitor budget expenditures within track area	• Supports the Steering Committee's responsibility for defining the Coalition's Work Plan and Budget.	• Oversee Tracks • Prioritize recommendations from Program Track Committees • Monitor across tracks; recommend to Executive Board	• Approve
Members	• Leaders/Co-chairs appointed by Steering Committee leadership • Membership is from the Coalition Full, Affiliate, or Associate agencies; participation is open to anyone	• Leaders/Co-chairs appointed by Steering Committee leadership • Membership consists of individuals with a broad perspective on Coalition and member agency needs, covering policy development, planning, finance, investment, operations and technology.	• Full or Affiliate Member agencies of the Coalition, and chairs of track committees	• Full Member agencies of the Coalition

NOTE: In addition, the Steering Committee has responsibilities similar to the other committees for activities that cut across the other program tracks or involve more than a single program track. This includes initiating and managing task forces to address crosscutting issues such as training, outreach and performance measures.

I.   ORGANIZATION AND MANAGEMENT

OTHER COMMITTEES/ROLES

In addition to the core structure that guides and implements the Coalition program, other roles are important to the overall structure and functioning of the Coalition.

Task Forces

From time to time, the Executive Board, the Steering Committee, the Policy & Strategic Planning and Committee, or a Program Track Committee may create a task force to address a specific issue. A Task Force is normally established with a single mission and when complete is discharged or is absorbed into the existing organizational structure. The permanent staff and the program support consultant provide support to the task forces as needed.

Subcommittees

Program Track Committees may establish subcommittees as deemed appropriate to assist in managing program areas. For any subcommittee established, at least half the leadership must be from a member agency.

Procurement Agencies

Coalition member agencies act as procurement agencies on behalf of the Coalition. This process allows the agency to receive federal funds and in turn gives them the responsibility to procure the services, and to provide general project administration for the resulting contractor. Section IV.3 describes the role of the contracting agency in the procurement process.

Project Management Team

For a specific project, the Program Track leaders and Coalition staff overseeing the project select a project management team. See Section III.1 for detailed explanation.

Operating Committees

The Coalition has established several "ad hoc" teams to expedite routine decision-making. One such team is the "*Core Team*" and consists of the leadership of the Steering Committee, the leadership of the Policy & Strategic Planning Committee, the permanent Coalition staff and the key Support Consultant program management staff. This team conducts regular conference calls to coordinate the day-to-day Coalition activities and meets as needed to define procedures and working relationships among team members, and to prepare for Executive or Steering Committee meetings.

In addition, the Executive Director and other Coalition Staff hold meetings with the program track consultant support staff as needed to ensure members and program needs are being met. When a formal action is required, the issue is referred to the appropriate decision-making part of the structure.

Federal Highway Administration

Federal Highway Administration (FHWA) is a funding partner for the Coalition program and has the responsibility to ensure that the program is being carried out consistent with federal policies, programs and regulations. This federal role is accomplished through a number of means, including membership and participation on the Executive Board, the Steering Committee, the Policy & Strategic Planning Committee and all Program Track Committees as well as direct involvement at the project level.

The FHWA has the responsibility of executing "Partnership Agreements" with those state agencies acting as, or on behalf of, the procurement agencies. These partnership agreements detail the Coalition's funding and the basic responsibilities of the state.

The University of Maryland

The University of Maryland has been contracted by the I-95 Corridor Coalition to provide the following functions:
- Operate and Maintain the Coalition's web site
- Administer the Coalition's existing Consulting Services Contract
- Provide Coalition Administration Services: develop and coordinate Coalition files; develop and maintain a project database; disseminate, collect, and redistribute project quarterly report data; and collect, file, and track the Coalition's federal partnership agreements.
- Other duties as required.

Private Sector

A database of interested private sector companies is used to keep them informed of the Coalition's ongoing activities. Participation in Program Track Committees is welcome, and business partnerships are formed when appropriate.

I.   ORGANIZATION AND MANAGEMENT

COALITION STAFF

The Coalition staff consists of an Executive Director and Program Coordinators. The Executive Director, with the concurrence of the leadership of the Steering Committee and Executive Leadership, establishes the staffing required to support the various program areas. The staff reports to the Executive Director. The staff serves the Executive Board, the Steering Committee, the Policy & Strategic Planning Committee, the Program Track Committees, and any project management teams and task forces. The staff directs the work of the Support Consultants.

Recruitment and Selection

Staff members are first recruited from member agencies on a loaned basis. If an experienced pool of candidates does not respond from the member agencies, recruitment may occur from private sector independent consultants. If recruitment results in candidates of equal capability from a member agency and from an outside source, the member agency candidates will receive preference.

For the Executive Director position, a selection committee is appointed by the Executive Leadership to evaluate and interview candidates. The selection committee conducts initial interviews and recommends one or more candidates to the Executive Leadership for final selection.

The Executive Director selects all other staff positions, based upon a competitive solicitation and interview process.

If the person selected for any of the staff positions is from a public agency, a Memorandum of Understanding (MOU) is developed among the staff member, the staff member's parent organization and the Coalition. The MOU spells out the terms of engagement. The initial length of assignment is two years. The assignment may be renewed on an annual basis with the concurrence of each party. If the selection is from outside a member agency, a scope of work and contractual language is developed for execution with a member agency.

The Policy & Strategic Planning Committee leadership, the Steering Committee leadership and the Executive Leadership must approve the creation of any new positions before recruitment can begin.

The primary functions of each of the staff are described below.

Executive Director

The Coalition's Executive Director is responsible for managing the day-to-day implementation of the Coalition Annual Work Plans. The Executive Director reports to the Executive Board, consults regularly with the Steering Committee leadership, and directs the work of the support consultant for overall program support activities. The position functions as both the internal and external focus for communicating the policies, processes, and structure of the Coalition and for directing the implementation of the Coalition's program. Responsibilities of the Executive Director include overall direction for financial management/planning, organizational structure analysis, program development, outreach and communication strategies, program monitoring and evaluation, and business development. The permanent staff reports to the Executive Director. The Executive Director is responsible for bringing issues and proposed strategies to the attention of the core team, the Steering Committee, or the Executive Board as appropriate, and for preparing alternative approaches for their consideration. The Executive Director may act on behalf of the Coalition on all matters, within any limits outlined by the procedural manual and the decision-making structure of the Coalition.

Program Coordinators

The Coalition has program coordinators who provide overall staff support to all activities of the Coalition. The Coordinators work for the Executive Director and provide support to assigned Program Track Committees, as the representatives of the Coalition management processes. The Coordinators assist Program Track Committee Chairs to develop agendas for meetings, bring appropriate consultant resources to support meetings/activities as needed, and monitor Program Track activities for conformance with goals and objectives adopted by the Steering Committee. This role involves attending meetings, monitoring consultants, sub-consultants, and agencies participating in the projects. The Coordinators participate on project management teams, and support to Coalition Task Forces as assigned. Any budget changes, reallocation requests for Program Track activities or MOU's developed to support the activities of a Program Track must have the approval of the Program Coordinator. The Program Coordinators participate in all major activities of the Coalition, and represent the Coalition internally and externally about policies and programs of the Coalition. For current position/staff information, see http://www.i95coalition.org/contacts.html.

I. ORGANIZATION AND MANAGEMENT

SUPPORT CONSULTANT STAFF

Program Manager

The Support Consultant's Program Manager has overall management responsibilities for the conduct of the work contracted to the Support Consultant firm, and supervises the work of the staff engaged in the basic Consultant Services Contract. The Program Manager reports to the Executive Director and works closely with the University of Maryland point of contact, Coalition staff, the Steering Committee and the Executive Board leadership and others as directed. The Support Consultant Program Manager also provides lead consultants from the contract team to each Program Track. These assigned consultants work through the Coalition staff to support the track leadership and the track projects and activities.

Program Management Team

A program management team from the support consultant includes the consultant program manager and those consultant staff whose areas of responsibility include the day-to-day operations of the Coalition support work. This includes budgeting, tracking performance and expenditures, payment processing and all other administrative support as assigned by the Coalition.

Project Management Team

An appropriate consultant from the support consultant team is assigned as lead consultant to each project management team when the Coalition initiates the project.

II. PROGRAM DEVELOPMENT AND IMPLEMENTATION

ANNUAL WORK PLAN AND PROJECT DEVELOPMENT PROCESS

The cycle for developing the annual work plan and initiating new projects is a "top-down and bottom-up" process. Input for projects can come up from member agencies, from staff and even from other sources outside the Coalition. Those ideas are put into a process that is guided from the top Executive level of the Coalition, where broad policy, important focus and timely guidance is provided to shape the goals and objectives of the individual Program Track Committees. Projects, activities, and initiatives that work toward accomplishing the objectives are then prioritized and compiled into an annual plan according to available resources.

A chart depicting the basic steps and calendar of the cycle, effective with the Coalition's Year 16 Work Plan, is shown as Exhibit II –2.

Exhibit II-2 PROGRAM PLANNING CYCLE

Calendar Cycle	Current Year Program Planning
April/May May October	• Executive Board/Steering Committee issue guidance, setting broad program priorities • Program Track Committees review goals and objectives, adding or changing as appropriate; develop new project ideas with brief scopes, and prioritize them within objectives; assess readiness of new projects, identify project managers and secure match commitments for agency deployment projects • Program Track Committees submit a comprehensive work plan request
October November December	• Program Track Committee requests are compiled and submitted to the Steering Committee for review. • Steering Committee reviews all submissions and develops a recommended work plan for the Executive Board • Executive Board adopts a work plan for that year and develops direction for the next work plan cycle. • Final work plan letter is submitted to FHWA
January January – April April/May	• FHWA formally approves the work plan • Coalition itemizes the budget by project sponsor and amounts, working with FHWA • FHWA begins the partnership agreement issuance, or interagency agreements if required for a specific project • Next year's program planning cycle begins

II.   PROGRAM DEVELOPMENT AND IMPLEMENTATION

MATCH CREDITS

FHWA requires a funding match for the Coalition's federal funds. The match is based on a percentage of the Coalition's total program cost, which is the sum of the federal funds earmarked for Coalition use and the match amount.

The following matching funds policy is in effect for Coalition efforts for Year 14 Projects (i.e., Federal Fiscal Year 2007) and beyond:

- Coalition Deployment and/or Integration Projects: Agencies and participants are required to satisfy the match requirements for any Coalition funding provided. This 20% "project specific" funding match can come from public and/or private sector sources and must meet the following guidelines:

    - 20% of the total project cost must be from non-federally derived funding sources and can consist of cash, substantial equipment contribution utilized for the project, or personnel services.

- General Support Activities: This category includes such efforts as administrative activities, training, studies, etc. Agencies and participants may use "pooled" match credits to satisfy matching requirements. "Pooled" match is the use of other related member ITS projects and other non-federal resources to satisfy a match requirement for a Coalition activity. This pooled "program-wide" approach recognizes that Federal ITS funds within a corridor should support an overall program of ITS initiatives rather than being strictly applied based on specific State-level expenditures.

    - Eligible Use of "Pooled" Match Credit: Member projects can be used as "pooled" match credits if they support, are consistent with, and/or are coordinated by the Coalition's projects and activities. They must also be implemented over the same comparable time period as Coalition projects. Non-federal resources, such as cash and staff time expended by Coalition members for ITS activity in the I-95 Corridor, can also be used as match credits. If member projects and non-federal resources are used as Coalition "pooled" match credit, members cannot use those same projects or resources to match other federal funds for their agency.

Annually, a comprehensive calendar-year summary of all match credit status is prepared and submitted with the annual work plan request.

III.   PROJECT MANAGEMENT

Coalition Projects approved in the annual work plan are assigned to one of two categories:
- Consultant Contract Projects – the work is completed by the Coalition through its competitively procured consultant contract.
- Agency Contract Projects – the work is completed by a Member Agency using their existing contract mechanisms and Coalition funds transferred pursuant to a Partnership Agreement.

PROJECT MANAGEMENT TEAMS

A project management team is established for every approved project in the Coalition's work plan.

Consultant Contract Projects

There are four key personnel components of project management:

1. Program Track Project Lead – a member agency volunteer chosen by staff and PTC leaders based on project content. This person has overall responsibility to work on behalf of the PTC with Coalition Staff Contact to provide general oversight and guidance related to the project scope of work, work activity, review and acceptance of deliverables. The Program Track Project Lead may also serve as a chair of a project-level task force. The Program Track Project Lead, in conjunction with and with the support of the Coalition Staff Contact, provides reports to the Program Track Leadership regarding the status and activities of the project.

2. Coalition Staff Contact – designated by the Executive Director. The Coalition staff has responsibility for day-to-day project management activities with respect to coordinating the work of the Consultant team and providing support and coordination for the project to the PTC and the Program Track Project Leader.

3. Program Track Committee Chairs – Chair(s) of the Program Track Committee sponsoring the project.

4. Project Consultant Team – The project consultant team is responsible for conducting the project work according to the approved scope of work.

The Program Track Chairs and the Coalition Staff Contact work together to identify the Program Track Project Lead for each of the Consultant Contract projects. The Program Track Project Lead is either a member of the Program Track or a representative of a member agency.

The Program Track Chairs, the Program Track Project Lead and the Coalition Staff work together to identify the best resource available from the Support Consultant team to perform the work. The Coalition's Support Consultant's Program Manager assists with the process of determining the appropriate consultant firm and individuals, and in finalizing the scope of services.

Agency Contracts Projects

There are four key personnel components of project management:

1. Agency Project Manager – This person must be employed by the agency receiving the funds and is responsible for overall management of the project, insuring delivery of the milestones and tasks as cited in the agency project proposal submission as approved by the Coalition Executive Board. This person is designated by the agency receiving Coalition funds and works in coordination with the assigned Coalition Staff member to establish the Scope of Work for the project, and with the appropriate Federal agency representative to transfer funds and comply with the requirements of the Federal Partnership Agreement. The Agency Project Manager

works with the Coalition Staff Contact to determine the appropriate level of detail required and is responsible for providing completed and timely Quarterly reports and project updates and reports to the Program Track, and attends Program Track Meetings, as appropriate. In addition, the Agency Project Manager is responsible for requesting and receiving written, approvals for scope of work changes (see Project Management Responsibilities, Item 5).

2. Coalition Staff Contact – designated by the Executive Director. The Coalition staff member has responsibility for overall project oversight activities and coordination with the Agency Project Manager on the status of the Coalition-funded task and deliverables of the project.

3. Program Track Committee Chairs – Chair(s) of the Program Track Committee sponsoring the project.

4. Consultant Team – For Agency Contract Projects, consulting teams will be selected and managed by the Agency receiving Coalition funds in accordance with agency and Coalition procedures. The Agency Project Manager must advise the selected consulting team of their responsibilities relative to Coalition procedures, including that changes in the Coalition's work scope and funding must be approved in writing by the Coalition according to the procedures set forth in Section III below.

Project Management Responsibilities

For either Consultant Contract or Agency Contract Projects the designated team has overall responsibilities for management of the assigned project. This includes:

1. Completing a detailed project scope – In general, the level of detail will depend on the size and complexity of the project, and will include the following information:

   ▪ Clear statement of objectives

   ▪ Description of work to be performed (in the form of task statements for the larger, more complex projects)

   ▪ Identification of the project team including where applicable the consultant project manager and key staff

   ▪ Identification of work products

   ▪ A project schedule showing key milestones

   ▪ A budget breakdown (showing labor level of effort and cost, and other direct expenses, broken down by task for the larger projects).

   ▪ A distribution plan for deliverables

   ▪ A final report, including Executive Summary

   ▪ Performance Measures

2. Developing a Marketing Plan for the project and its deliverables

3. Reporting quarterly progress using Coalition format and process

4. Completing match credit reports as requested

5. Reviewing the use of Disadvantaged Business Enterprise (DBE) firms from the Support

Consultant team, if applicable

5. Assuring that any scope changes are documented and approved as part of the ongoing record of the project. Such changes must be requested in writing to the designated Coalition staff person and approval received, in writing prior to any change of work commencing or costs being incurred. In the case of Agency-direct projects, these changes must be received in writing from both the Coalition designated staff person and the appropriate Federal agency with oversight for the Partnership Agreement before actions are taken or expenses incurred

6. Monitoring and review of progress, expenditures and quality of the project

7. Assuring that incurred costs are appropriately charged.

8. Preparing materials related to the project to support Coalition Outreach activities.

9. Preparing and submitting a project close out form upon completion of the project.

III.   PROJECT MANAGEMENT

GUIDELINES FOR PROJECT CHANGES

The Coalition has guidelines (Exhibit III-1) for four different types of project changes:
- Minor scope change – no funding increase
- Minor scope change – funding increase less than 15% of project or $75,000, whichever is less.
- Major scope change – no or minor funding increase
- Major scope change – major funding increase (greater than $75,000)

Exhibit III-1 GUIDELINES FOR PROJECT CHANGES

Project Changes	PTC & Staff	Procurement Agency (for Agency Direct)	Executive Director	Steering Committee Leadership	Executive Leadership
MINOR – No Funding Increase	Approves & recommends	Approve			
MINOR – Minor Funding Increase	Approves & recommends	Approve	Approve	Advise	
MAJOR – No or Minor Funding Increase	Approves & recommends	Approve	Approve	Approve	
MAJOR - Major Funding Increase	Approves & recommends	Approve	Approve	Approve	Approve

NOTE: The Coalition will coordinate any changes required with FHWA and gain FHWA approval for any amendments required in partnership agreements.

IV.   CONTRACT MANAGEMENT

MULTI-YEAR SUPPORT CONSULTANT TEAM

The Coalition will periodically seek to procure a multi-year support consultant contract to support the Program Tracks in implementing Coalition projects and programs.   The procurement process is a joint effort between the Coalition and a procurement host agency that has agreed to contract on behalf of the Coalition. This partnership assures that the procurement laws, regulations, and procedures of the host organization are followed, a competitive and open process is used, and the Coalition's programmatic and administrative needs are met.

To the extent allowed by the host agency's laws, regulations, and procedures, the Coalition staff will participate and assist the procurement host agency with the development of the Request for Proposals (RFP) and evaluation criteria; interviewing and selection; and contract negotiation.

Advertising

Once an RFP is ready to be issued by the host agency, it is the Coalition's intent to advertise widely in order to obtain the highest response rate. In addition to the legal advertising requirements of the host agency, a variety of actions may be taken:

- Notify the Coalition mailing list of interested parties about the availability of the formal request for proposals (RFP's).
- Advertise availability of RFP's in the Commerce Business Daily and ITS America bulletin board.
- Advertise in accordance with specific requirements of the procuring agency.
- Post on I-95 Corridor Coalition home page and any ITS and transportation web sites that post contracting opportunities.
- Post in the "What's New?" section of the Coalition website
- Submit to the AASHTO Newsletter and similar publications

IV.   CONTRACT MANAGEMENT

CONTRACTING AGENCIES' ROLE

Since the Coalition cannot execute a contract on its own, it utilizes the services of one of its member agencies on its behalf. The Coalition will work with the procuring agency to ensure that any agency rules and regulations that may be in conflict with Coalition policies and procedures are resolved. The Coalition will work closely with the procuring agency to ensure that the proposal and selection process, contract negotiations, execution and project activities are in compliance with both Coalition and agency requirements. To the extent possible, Coalition staff and members will assist in the procurement and selection process. If a conflict occurs, the State's or agency's rules take precedence.

The procuring agency may either lead or participate in the following basic functions or tasks:

- Contract negotiations
- Obtain agency approvals necessary to execute the contract
- Execute the contract on behalf of the Coalition
- Participate in project activity to the extent desired
- Receive progress reports and contract deliverables.
- Review and approve in conjunction with Coalition staff
- Maintain a file of all contract-related materials including the contract and modifications, progress reports, invoices, deliverables, etc.
- Receive and process invoices after review for conformance to contract requirements.
- Make timely payments of approved invoices
- Process and execute contract modifications at request of the Coalition
- Conduct post-project audits consistent with agency policy and Coalition requests
- Coordinate with the Coalition on any contractual or financial matter.

The Coalition will strive to minimize the workload of the procuring agency and can provide support to the procuring agency upon their request.

IV.   CONTRACT MANAGEMENT

MINORITY PARTICIPATION

The Coalition complies with the DBE goal set by the University of Maryland for minority participation on its support consultant contract. DBE goals on other Coalition sponsored contracts will vary depending upon the goals of the host agency.

IV.   CONTRACT MANAGEMENT

CONSULTANT RESTRICTIONS

The I-95 Corridor Coalition has adopted restrictions that apply to Consultants who are under contract to provide services to the Coalition.   These restrictions prohibit consultants from proposing on certain Coalition projects. It should be noted that a Consultant's first priority must be to satisfy the terms of existing contracts with the Coalition.

Conditions that would exclude a consultant from eligibility to propose include:

- The Consultant assisted the Coalition in preparing the RFP for the project, developing evaluation criteria for the selection process, preparing project contract documents or reviewing bids upon their receipt;

- The Consultant prepared plans, specifications and estimates (PS&E) or final design documents for the project being bid;

- Work on that project will give the Consultant a clear competitive edge. The Consultant will be notified in writing in advance if they are to be considered precluded. A determination will be made in advance of any work being done.

The Executive Director makes the determination of ineligibility on a case-by-case basis (as needed), based on these guidelines.

IV.   CONTRACT MANAGEMENT

NON-COMPETITIVE PROCUREMENT

In accordance with Federal and State regulations, the Coalition will seek to develop scopes of services, scopes of work, and other project requirements such that full and open competitive procurement processes may be used, and which will not result in substantial duplication of cost or unacceptable project delays. The Coalition recognizes, however, that there will be occasions when full and open competition is infeasible, and it is both prudent and in the public's best interest for a project procurement to use other than full and open competition. Therefore the following criteria will be used as guidelines to determine when such a non-competitive procurement process may be pursued:

1. *Only One Responsible Source Exists:* Is there a reasonable basis to conclude that the Coalition's minimum needs can only be satisfied by unique products or services available from only one source or only one supplier with unique capabilities? Are these unique capabilities derived from existing relationships, current relevant experience, unique products/services or skills needed for effective completion of the minimum project requirements? Would the use of full and open competition result in either duplication of costs to the Coalition, or unacceptable project delays resulting from the need for other sources to obtain these unique qualities thereby exceeding any savings derived from the competition?

2. *Timeliness:* Is there an urgency in the public's interest to initiate the project through a sole source procurement because of the relationship of its time frame for completion to other projects or circumstances? Is there a necessary flow of this project from another project that is required for consistency, continuity, and timeliness of the Coalition's overall effort to provide value-added services to the public? Will the procuring agency be able to process a sole source more quickly than a traditional competitive procurement?

3. *Relationship to Ongoing Work:* are the services or products to be procured a follow-on and so closely related to an ongoing effort (study, operational test, etc.) that a full and open competitive award would result in substantial duplication of costs to the Coalition, and/or unacceptable delays in fulfilling the requirement?

4. *Procuring Agency Authorizes Sole Source:* does the Coalition member serving as the procuring/awarding agency authorize the use of noncompetitive/sole source procurement?

5. *Inadequate Competition:* Has a full and open competitive process resulted in an inadequate number of responsible sources for either the current or similar procurement action? Would re-advertising cause substantial delays and added costs that would not provide any benefit to the public or the Coalition?

V.   OTHER OPERATING POLICIES

GUIDELINES FOR SPEAKING ABOUT OR ACTING ON BEHALF OF THE COALITION

These guidelines concern presentations, written papers or formal discussions related to the projects that Consultants, Coalition members, and Coalition staff are conducting on behalf of the I-95 Corridor Coalition.

Presentations about the Coalition and its program should be made by member agency representatives whenever possible. When that is not feasible, a Coalition staff member (as appropriate to the subject) is preferred. When neither of these approaches is feasible, a consultant knowledgeable in the subject area may make the presentation if assigned by Coalition staff.

Incoming requests for Coalition-related presentations, inquiries about the status of a project, or interview requests should be brought to the attention of the appropriate staff person first for review. Any formal presentation, written paper or interview (especially with the press) based upon the work developed by a project is limited to scheduled Coalition meetings without the recommendation of the appropriate staff person and written approval of the Coalition's Executive Director. This policy has been endorsed to ensure consistent messages to target audiences and to prevent possible release of information before the full Coalition has had the opportunity to learn about it or to make decisions about direction for a project or program.

In any marketing or advertising materials prepared by the Consultant concerning work performed on behalf of the Coalition, statements should be limited to the facts that the work was conducted for the Coalition and not that the Coalition endorsed or approved the product or services that were performed. In no cases will the Coalition logo be used in any marketing material without written permission.

V. OTHER OPERATING POLICIES

ELIGIBLE COSTS RELATED TO MEETINGS

When ITS funds go on to State and local agencies, costs standards/principles in OMB Circular A-87 apply. Cost-type contract means a contract or subcontract under a grant which the contractor or subcontractor is paid on the basis of the costs it incurs, with or without a fee. **When ITS funds go on to for-profit organizations, cost standards/principles in the FARs apply.**

Eligible Costs

Under **OMB Circular A-87** cost item 30.c, *Memberships, subscriptions, and professional activities,* costs of meetings and conferences where the primary purpose is the dissemination of technical information are allowable. This includes meals, transportation, rental of meeting facilities, and other incidental costs. Please note, under cost item 18 of A-87, *Entertainment*, costs of entertainment, including amusement, diversion, and social activities and any cost directly associated with such costs (such as meals, lodging, transportation and gratuities) are unallowable.

Under **FARs** section 31-205-43(c), the following types of costs <u>are allowable</u>: "When the principal purpose of a meeting, conference, symposium, or seminar is the dissemination of trade, business, technical or professional information or the stimulation of production or improved productivity:
(1) Costs of organizing, setting up, and sponsoring the meetings, symposia, etc., including rental of meeting facilities, transportation, subsistence, and incidental costs;
(2) Costs of attendance by contractor employees, including travel costs; and
(3) Costs of attendance by individuals who are not employees of the contractor, provided:
    (i) Such costs are not also reimbursed to the individual by the employing company or organization, and
    (ii) The individual's attendance is essential to achieve the purpose of the conference, meeting, symposium, etc.

Guidelines for Meetings

Because of the large number of meetings sponsored by the I-95 Corridor Coalition, reimbursement for meals, transportation, rental of meeting facilities, and other incidental costs at every meeting would <u>not</u> be in the Coalition's best interest. The following cases are provided for additional clarification:

- <u>Conferences, forums, workshops:</u> The primary purpose of the meeting is to disseminate technical information in support of or to promote I-95 Corridor Coalition activities. These are <u>one-time</u> events where attendance of I-95 Corridor Coalition non-members is essential to achieve the purpose of the meeting. <u>Reasonable</u> costs for meals, transportation, rental of meeting facilities, and other incidental costs are allowable when an essential and appropriate part of the meeting.

- <u>Regular meetings of committees, work groups, project teams:</u> Costs for renting conference facilities, bringing in guest speakers or technical experts, both federal and non-federal, and preparing and disseminating literature would be considered allowable. Costs for travel, transportation, or subsistence expenses are not allowable.

A precise definition covering all cases would be difficult. The determination should be made on a case-by-case basis by the Executive Director and coordinated with the appropriate FHWA Office.

V.   OTHER OPERATING POLICIES

PROJECT REPORTS AND DELIVERABLE DISSEMINATION

It is the Coalition's intent to disseminate products from Coalition projects in a manner that most efficiently provides the widest availability for their use by member agencies, other government agencies or interested private sector companies and the public. During development of each project's scope of work, a marketing plan will be written to detail the target audience and dissemination methods for information and reports throughout the life and at completion of the project. Post-completion follow-up will also be conducted to determine the project's effectiveness and the need for additional delivery of materials and information.   Suggested methods of dissemination include:

The Coalition Connection

The Coalition's website, the Coalition Connection (*www.i95coalition.org*) is the primary library for all products or deliverables from Coalition projects. Coalition staff and the Coalition Connection administrator will determine the appropriateness, the format and location of all final material that becomes available for placement and reference on the Coalition Connection.

Distribution of Hard Copies

Member agencies may request hard copies of Coalition deliverables and project reports. For all projects, the Project Team will establish a distribution list and plan for any recommended hard copies of deliverables and reports.   Private organizations or individuals may request and be provided with copies of specific Coalition deliverables if available.

E-mail Notification

Member agencies will be notified of the completion and availability of Coalition project and other reports. Notifications will be sent to the agency designee for the sponsoring program track along with the agency's Steering Committee representative.

V.   OTHER OPERATING POLICIES

CRITERIA FOR JOINING OTHER ORGANIZATIONS

Requests for the Coalition to join another organization will be reviewed on a case-by-case basis. The staff will consider any request for its benefit, purpose and relevance. Staff will make a recommendation about joining to the Executive Director who will coordinate with leadership of the Steering Committee and/or Executive Board, as appropriate.

V.   <u>OTHER OPERATING POLICIES</u>

CRITERIA FOR CO-SPONSORING EVENTS

The Coalition has been asked on several occasions to co-sponsor an event. Since each event is unique, any review is on a case-by-case basis. The staff first considers any request for its purpose, benefit, and relevance. If an expenditure of funds is required, the staff makes a recommendation to the Executive Director about how to fund the activity. If no expenditure is required, the Executive Director makes the decision or, as appropriate, recommends acceptance or rejection of the co-sponsorship to the appropriate Program Track Committee, FHWA, Core Team or Steering Committee as needed.

V.   <u>OTHER OPERATING POLICIES</u>

CRITERIA FOR CO-SPONSORING EVENTS

V.   OTHER OPERATING POLICIES

SALE OF INFORMATION POLICY GUIDELINES

These policy guidelines represent the framework for the Coalition for the Sale of Information.

- Non-Exclusivity – The Coalition will not agree to any exclusive business relationships.

- Sale of Value Added Products – For value added products, the Coalition can sell the product through one or more third party distributors. Any revenue or the barter of services will be negotiated through the Coalition's support consultant as approved by the Executive Director and contracting agency in consultation with the Steering Committee.

**WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION ADVISORY COMMITTEE**

RESOLUTION SEEKING AFFILIATE MEMBERSHIP IN THE I-95 CORRIDOR COALITION

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization provides transportation planning services for the City of Wilmington, Town of Carolina Beach, Town of Kure Beach, Town of Wrightsville Beach, Town of Belville, Town of Leland, Town of Navassa, New Hanover County, Brunswick County, Pender County, Cape Fear Public Transportation Authority and the North Carolina Board of Transportation; and

WHEREAS, an I-95 Corridor Coalition is an alliance of transportation agencies, toll authorities, and related organizations, including public safety, from the State of Maine to the State of Florida, with affiliate members in Canada with the purpose of providing a forum for key decision and policy makers to address transportation management and operations issues of common interest; and

WHEREAS, the I-95 Corridor Coalition strives to provide organizational and technical support to foster learning and information sharing among Coalition member organizations; and

WHEREAS, Affiliate-level membership is open to all MPO's within the State of North Carolina and allows access to technical support, updates on activities of the coalition, representation on the Steering Committee, Program Track Committees, and/or any special task forces; and

WHEREAS, the process for seeking Affiliate membership is the submission of a written request for membership delivered to the Steering Committee of the I-95 Corridor Coalition.

NOW, THEREFORE, BE IT RESOLVED, that the Wilmington Metropolitan Planning Organization's Transportation Advisory Committee seeks Affiliate Membership from the I-95 Corridor Coalition.

ADOPTED at a regular meeting of the Wilmington Urban Area Metropolitan Planning Organization Transportation Advisory Committee on October 31, 2012.

_____
Laura Padgett, Chair
Transportation Advisory Committee

_____
Mike Kozlosky, Secretary

ACTION	ID. NO.	SCHEDULE (FISCAL YRS.)	DESCRIPTION	SYSTEM NAME	CURRENT AMOUNT	FUNDING SOURCE
ADDED	TBD	FFY 13	FORDEN STATION PARK & RIDE - LAND ACQUISITION, DESIGN AND CONSTRUCTION	CAPE FEAR PUBLIC TRANS. AUTHORITY	$ 400,000 $ 50,000 $ 50,000	FUZ STATE LOCAL

PROPOSED REVISIONS TO 2012-2020 STIP

PROGRAM

STIP/MTIP ADDITIONS

DIVISION 3

*EB-5544 New Hanover	GARY SHELL CROSS-CITY TRAIL. WILMINGTON. CONSTRUCT BICYCLE AND PEDESTRIAN ACCOMODATIONS ON SOUTH 17TH STREET, WALTMORE ROAD, AND BETHEL ROAD. ***ADD CONSTRUCTION IN FY 13 NOT PREVIOUSLY PROGRAMMED.***	$250,000 $600,000 $487,000 $1,337,500	(STPEB) (O) (C)

*EB-5543 New Hanover	SR 1403 (MIDDLE SOUND LOOP ROAD) OGDEN ELEMENTARY SCHOOL TO SR 1986 (OYSTER DRIVE) CONSTRUCT MULTI-USE PATH. ***ADD RIGHT OF WAY IN FY 13 AND CONSTRUCTION IN FY 14 NOT PREVIOUSLY PROGRAMMED USING TCSP FEDERAL DISCRETIONARY GRANT.***	RIGHT-OF-WAY FY 2013 - $16,000 (DP) FY 2013 - $4,000 (C) CONSTRUCTION FY 2014 -$165,000 (DP) FY 2014 - $41,000 (C) $226,000

Public Transportation

*TD-4942 New Hanover	Facility- Maintenance and Ops Center- Design, Engineer and Construct	$6,000,000 FBUS US (49 CFR 5309) $4,093,095 FUZ US (49 CFR 5307) $1,121,455 FBUS State $1,121,455 FBUS Local $12,336,005

WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION ADVISORY COMMITTEE

RESOLUTION SUPPORTING THE AMENDMENT OF THE
2012-2018 STATE /METROPOLITAN TRANSPORTATION IMPROVEMENT PROGRAMS

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization provides transportation planning services for the City of Wilmington, Town of Carolina Beach, Town of Kure Beach, Town of Wrightsville Beach, Town of Belville, Town of Leland, Town of Navassa, New Hanover County, Brunswick County, Pender County, Cape Fear Public Transportation Authority and the North Carolina Board of Transportation; and

WHEREAS, the Transportation Advisory Committee has found that the Wilmington Urban Area Metropolitan Planning Organization is conducting transportation planning in a continuous, cooperative, and comprehensive manner; and

WHEREAS, the North Carolina Board of Transportation adopted the 2012-2018 State Transportation Improvement Program on July 7, 2011 and the Wilmington Metropolitan Planning Organization adopted the Statewide/Metropolitan Transportation Improvement Program on August 11, 2011; and

WHEREAS, the Wilmington MPO desires to amend the State/Metropolitan Transportation Improvement Program for the Gary Shell Cross-City Trail bicycle and pedestrian accommodations, Middle Sound Loop Road multi-use trail, Facility Maintenance and Operations Center and Forden Station Park & Ride; and

WHEREAS, the Wilmington Metropolitan Planning Organization has conducted a 30-day public comment period to receive citizen input on these transportation projects.

NOW THEREFORE, be it resolved by the Wilmington Urban Area Metropolitan Planning Organization's Transportation Advisory Committee supports amending the 2012-2018 State/Metropolitan Transportation Improvement Programs for the Gary Shell Cross-City Trail bicycle and pedestrian accommodations, Middle Sound Loop Road multi-use trail, Facility Maintenance and Operations Center and Forden Station Park & Ride.

ADOPTED at a regular meeting of the Wilmington Urban Area Metropolitan Planning Organization Transportation Advisory Committee on October 31, 2012.

_____
Laura Padgett, Chair
Transportation Advisory Committee

_____
Mike Kozlosky, Secretary

WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION ADVISORY COMMITTEE

RESOLUTION SUPPORTING US 74 AS A
PRIORITY HIGHWAY FOR
THE EASTERN NORTH CAROLINA MPO/RPO COALITION

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization provides transportation planning services for the City of Wilmington, Town of Carolina Beach, Town of Kure Beach, Town of Wrightsville Beach, Town of Belville, Town of Leland, Town of Navassa, New Hanover County, Brunswick County, Pender County, Cape Fear Public Transportation Authority and the North Carolina Board of Transportation; and

WHEREAS, the North Carolina Metropolitan Planning Organizations (MPOs) and Rural Planning Organizations (RPOs) to the east of I-95 are forming a coalition to, in part, support projects of mutual interest to the region; and

WHEREAS, the coalition has already endorsed seven highway projects as having regional significance, and US 74 is not one of those projects, and

WHEREAS, US 74 has been designated by the North Carolina Board of Transportation as a Strategic Highway Corridor, and

WHEREAS, US 74 provides important access for tourists visiting our beaches and other recreational features, and

WHEREAS, US 74 allows connectivity between the lower Cape Fear region and major inland points of commerce, is designated on the National Truck Route System, and ties directly to I-95, and

WHEREAS, US 74 is a critical connection between the State Port at Wilmington and its inland customers, and

WHEREAS, US 74 traverses areas served by the Wilmington Urban Area MPO, the Cape Fear Area RPO and the Lumber River RPO, as well as the North Carolina Department of Transportation's Divisions 3 and 6, and

WHEREAS, US 74 is a vital evacuation route, and

WHEREAS, there is 1) an unfunded TIP project (R-4462) to upgrade the highway to interstate standards from I-140 to near Whiteville, and 2) a study under way examining the feasibility of upgrading that part of US 74 from NC 41 in Roberson County to near Whiteville,

NOW, BE IT RESOLVED, that the Wilmington Urban Area Metropolitan Planning Organization's Transportation Advisory Committee supports the addition of that section of US 74 with an eastern terminus at I-140 in Brunswick County to its western terminus near its intersection with NC 41 as a regionally significant highway project for the Eastern NC MPO/RPO Coalition

ADOPTED at a regular meeting of the Wilmington Urban Area Metropolitan Planning Organization Transportation Advisory Committee on October 31, 2012.

_____
Laura Padgett, Chair
Transportation Advisory Committee

_____
Mike Kozlosky, Secretary

WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION ADVISORY COMMITTEE

RESOLUTION ADOPTING FY2013 MODAL INVESTMENT TARGETS FOR STP-DA

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization provides transportation planning services for the City of Wilmington, Town of Carolina Beach, Town of Kure Beach, Town of Wrightsville Beach, Town of Belville, Town of Leland, Town of Navassa, New Hanover County, Brunswick County, Pender County, Cape Fear Public Transportation Authority and the North Carolina Board of Transportation; and

WHEREAS, on July 18, 2012 the Federal Transit Administration (FTA) and the Federal Highways Administration (FHWA) designated the Wilmington Urban Area Metropolitan Planning Organization as a Transportation Management Area (TMA); and

WHEREAS, Surface Transportation Direct Attributable (STP-DA) Funds are available for all designated TMAs; and

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization Transportation Advisory Committee has the ability to directly program all or a portion of STP-DA funds for the locally administered projects; and

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization has developed the STP-DA Local Prioritization Process for the distribution of the STP-DA funds; and

WHEREAS, the STP-DA Local Prioritization Process distribution includes an initial 15% of STP-DA funds be set-aside for a reserve and supplement to the Unified Planning Work Program (UPWP); and

WHEREAS, the STP-DA Local Prioritization Process further includes Fiscal Year 2013 Modal Investment Targets for the remainder of the STP-DA funds by 15% Roadway Projects, 15% Intersection Improvement Projects, 20% Transit Projects, 50% Bicycle and Pedestrian Projects.

NOW, THEREFORE, BE IT RESOLVED, that the Wilmington Metropolitan Planning Organization's Transportation Advisory Committee hereby adopts the Fiscal Year 2013 Modal Investment Targets for STP-DA Funds.

ADOPTED at a regular meeting of the Wilmington Urban Area Metropolitan Planning Organization Transportation Advisory Committee on October 31, 2012.

_____
Laura Padgett, Chair
Transportation Advisory Committee

_____
Mike Kozlosky, Secretary

PROPOSED REVISIONS TO 2012-2020 STIP

PROGRAM

STIP/MTIP Modification
October 2012

DIVISION 3

W-5306
New Hanover

NC 133, US 117/NC 132 IN CASTLE HAYNE.
CONSTRUCT A ROUNDABOUT.
***DELAY RIGHT OF WAY FROM FY 12 TO FY 13 AND
CONSTRUCTION FROM FY 12 TO FY 13 TO ALLOW
ADDITIONAL TIME FOR DESIGN.***
W-5306

RIGHT-OF-WAY FY 2013 - $40,000 (HSIP)
CONSTRUCTION FY 2013 - $1,200,000 (HSIP)
$1,240,000

CROSSING OVER THE CAPE FEAR RIVER

Project Description/Scope: Construct a new crossing over the Cape Fear River that will link from in the vicinity of US 17 to Independence Boulevard and Carolina Beach Road.

Next Steps:

- **November Workshop with the Transportation Advisory Committee**
- The NCTA continues to work through the environmental review process.

CITY OF WILMINGTON COLLECTOR STREET PLAN

Project Description/Scope: Complete a city-wide area collector street plan including Monkey Junction.

Next Steps:

- October Public Information Sessions with three neighborhoods who have provided the most input:
    - Monday 10.08.12: Glen Meade at First Baptist Activity Center 6:00-7:30
    - Wednesday 10.10.12: Sunset Park at City Council Chambers 6:00-7:30
    - Thursday 10.18.12: College Acre at NHCo Training Room 6:00-7:30

COMPREHENSIVE GREENWAY PLAN

Project Description/Scope: Complete a Comprehensive Greenway Plan for the City of Wilmington and New Hanover County. The greenway plan would lay the foundation for a comprehensive greenway network throughout the community.

Next Steps:

- October Final Draft
- **December/January adoption by local municipalities and New Hanover County**

CONNECTING NORTHERN BRUNSWICK COUNTY

Project Description/Scope: Create a Collector Street Plan for the Towns of Leland, Belville, Navassa and a portion of northern unincorporated Brunswick County.

Next Steps:

- October Steering Committee Meeting #3 with release of Technical Memo #1
- First draft of plan released December 2012
- Second Public Workshop to be scheduled January 2012
- Final Plan Presented to jurisdictional boards February 2013
- Final deliverables and adoption by local entities March 2013

MULTI-MODAL TRANSPORTATION CENTER (No significant change)

Project Description/Scope: Purchase right-of-way, develop design plans and construct the Wilmington Multi-modal Transportation Center between N. 3rd, N. 4th, Hanover and Red Cross streets.

Next Steps:

- NCDOT indentify the necessary funding for construction and amend the STIP/MTIP to appropriate the construction funding
- Completion of the Environmental Document

N. 3RD STREET CORRIDOR STREETSCAPE IMPROVEMENTS

Project Description/Scope: The North 3rd Street Streetscape Improvement project will upgrade North 3rd Street between Market Street and Davis Street. The project could include decorative mast-arm traffic signals and street lighting, underground utilities, pedestrian improvements, a landscaped median,, street trees, and other aesthetic improvements. **The water and sewer work has been completed.**

Next Steps

- **Continue the sidewalk, conduit installation, tree pits, brick pavers, street light foundations, etc. on both sides between Grace and Front Streets.**
- **Mill and resurface between Market Street and Front Street**
- **The project is expected to be completed by January 2013.**

2ND ANNUAL GARY SHELL CROSS-CITY TRAIL RUN, RIDE & ROLL

Project Description/Scope: Blue Cross Blue Shield is sponsoring the 2nd Annual Cross-City Trail Run, Ride & Roll. We invite the community to come walk, bike, run, and skate on the Cross-City Trail. Event will begin at Halyburton Park, continue to Empie Park and return to Halyburton Park followed by a reception. Registration begins at 9:00 am, trail blazing begins at 10:00am on Saturday October 27th.

Next Steps:
- **Finalize additional sub-sponsors**
- **Implement communications plan to promote event**
- **Purchase materials**
- **Identify additional staff and volunteers needed**

SEE, SHARE AND BE AWARE

Project Description/Scope: Several community and government organizations including the City of Wilmington and Wilmington MPO have come together to create a safety and awareness campaign called "See Share Be Aware." The website has been updated, three additional educational videos are in production, and four audience-specific distribution plans have been created.

Next Steps:

- **Distribute 8 safety campaign videos to local media, local government websites, local interest groups, etc.**
- **Secure funding for supplies and materials identified in four distribution plans and event opportunities**
- **Promote See Share Be Aware at 2nd Annual Gary Shell Cross-City Trail Run, Ride & Roll event**

<u>SITE DEVELOPMENT REVIEW</u>
Project Descriptions/Scope: The Wilmington MPO assists with site development and transportation impact analysis review for the MPO's member jurisdictions. During the last month, staff has reviewed the following development proposals:

- **Development Plan Reviews: 22**
- **Concept Plan Reviews: 3**
- **TIA Scoping's/Due Diligence: 4**
- **TIA Reviews: 0**
- **Development Inquiries: 4**
- **Projects Released for Construction: 7**

<u>TRANSPORTATION DEMAND MANAGEMENT PROGRAM</u>
Project Description/Scope: UNCW is taking the role as lead employer for the Cape Fear region. The WMPO will coordinate with UNCW to work with other major employers in the region to identify opportunities for ride sharing.

Next Steps:

- **Present UNCW and WMPO TDM efforts at North Carolina Department of Transportation Public Transportation Division conference (October 22-24)**
- **Formally meet with additional employers to identify TDM opportunities - New Hanover Regional Medical Center, PPD, and Cape Fear Community College**
- **Continue data collection for current TDM participants - UNCW, Corning, New Hanover County and City of Wilmington**
- **Continue coordination with consultants to work through geocoding issues**
- **Attend monthly meetings with consultant and lead employer**

<u>WRIGHTSVILLE BEACH COMMUNITY TRANSPORTATION PLAN</u>
Project Description/Scope: Complete a Community Transportation Plan for the Town of Wrightsville Beach and Wilmington Urban Area Metropolitan Planning Organization, which includes all modes of Transportation (Biking, Walking, and Driving), and considers the Town's Critical Intersections and develops plans for Access, Safety and Congestion. The WB CTP plan would lay the foundation for a comprehensive transportation plan throughout the town, create a vision for the future and identify incremental steps to achieve it.

Next Steps:

- **Hold conference call with staff of Kimley-Horn, WMPO and WB during week of Oct 8.**
- **Close WB CTP questionnaire and tabulate responses to on-line and written survey.**
- **Complete Conceptual Designs and Review Technical Memorandum 1.**
- **Schedule Steering Committee Meeting #2 and Review response from Stakeholders Interviews and Public Workshop #1.**

BEVERLY EAVES PERDUE
GOVERNOR

EUGENE A. CONTI, JR.
SECRETARY

October 11, 2012

TIP Projects:

R-2633 AA & AB: Construction of I-140 (Wilmington Bypass) from US 17 to US 74/76.
Estimated Contract Completion Date July 2013

R-3324 – Long Beach Road Extension construct a 2-lane, 2-way roadway on new location from NC 211 to NC 87.
Let Date of February 2013

R-3432 – SR 1163 (Georgetown Road) extend from SR 1184 (Ocean Isle Beach Road) to NC 179.
Start Date June 2013

R-2633 B: Construction of I-140 (Wilmington Bypass)
R-2633 BA construct I-140 from US 74/76 to SR 1430 (Cedar Hill Road).
Start Date September 2013
R-2633 BB construct I-140 from SR 1430 (Cedar Hill Road) to US 421.
Start Date September 2013

R-3601 US 17/74/76: Widening across the "causeway", between Leland and Wilmington.
Start Date February 2014

U-3338 B: Widening of Kerr Ave. from Randall Parkway to Martin Luther King, Jr. Parkway.
Start Date March 2014

Military Cutoff Road Extension (U-4751): extending Military Cutoff Road from Market Street to the Wilmington Bypass, with an interchange at the Bypass.
Start Date December 2016

R-5021: NC 211 widening, from NC 87 to SR 1500 (Midway Road).
Post Year

U-4434: Independence Blvd. Extension from Randall Parkway to MLK Parkway.
Post Year

R-3434 – SR 1500 (Midway Road) and SR 1401 (Galloway Road) widening Midway Road
from NC 211 to US 17 Bypass.
Post Year

R-4063: widen SR 1472 (Village Road) from SR 1435 (South Navassa Road) to
SR 1438 (Lanvale Road).
Post Year

R-3300 Hampstead Bypass: extending from Wilmington Bypass to US 17 north of
Hampstead.
Post Year

U-5300: **NC 132 (College Road)** from SR 1272 (New Center Drive) to SR 2048 (Gordon
Road) widen to multi-lanes.
Post Year

Division Project:

Dow Road: SR 1573 (Dow Road) widen roadway for pave shoulders and left turn lanes at three locations, from US 421 to curb & gutter located on K Avenue.
Let Date October 16, 2012
Estimated Contract Completion Date May 1, 2013

Wrightsville Beach Draw Bridge: Replacing the grates, bridge tender's house and other internal mechanical and electrical upgrades.
March 15, 2012 to October 1, 2012 (SUMMER) contractor will not be allowed to close a lane of traffic, during the following times:
from 7:00 AM to 9:00 AM
& from 3:00 PM to 6:00 PM
& from 7:00 AM Friday to 6:00 PM Sunday
October 2012 to March 2013 (WINTER), Traffic will be in a two-lane, two-way pattern (on the bridge) for the replacement of the grates. Contractor will not be allowed to close a lane of traffic:
from 7:00 AM to 9:00 AM
& from 3:00 PM to 6:00 PM
& from 7:00 AM Friday to 6:00 PM Sunday
Estimated Contract Completion Date July 2013

Memorial & Isabel Holmes Bridges: Mechanical (replacement of lock assemblies, auxiliary drive, brakes & gears) and electrical repairs (terminal cabinets, auxiliary drives and switches)
Contractor should be complete with all the work on both bridges, by May 2012, except for replacing cables, in the Memorial Bridge towers. This work will be completed in the Fall of 2012. This work will require shutting down the entire bridge for 3 consecutive days, on two occasions. At that time, the Department will issue a media release prior to the closure.
Estimated Contract Completion Date Fall 2012

Resurfacing Contracts:

Brunswick, New Hanover & Pender contract: <u>C202680</u>

Brunswick County:
NC 904 milling & resurfacing from NC 179 to East/West Second Street at Ocean Isle Beach
SR 1331 (Mill Branch Rd) resurfacing from NC 130 to SR 1335 (Big Neck Rd)
SR 1143 (Brick Landing Rd) resurfacing from NC 179 to end of system

New Hanover County:
US 17 Business (Market Street) milling & resurfacing from 0.206 miles south of SR 2251 (Barclay Hills Drive) at CSX RR tracks to 0.223 miles north of US 74 (MLK Parkway) intersection at the end of the curb & gutter
US 17/US 421 milling & resurfacing from 0.091 miles south of US 74/NC 133 intersection at new pavement joint to 0.208 miles north of I-140 overpass at "new" pavement joint
Wilmington Bypass leveling courses, at various locations: @ bridge approaches, @ CSX RR fly-over, & @ low areas around interchange of US 17 and US 17 Bus.
SR 1175 (Kerr Ave.) resurfacing from NC 132 to 0.14 mile south of Randall Pkwy
SR 1402 (Edgewater Club Rd) resurfacing from SR 1491 (Porter's Neck Rd) to end of system
SR 2127 (Judges Rd) resurfacing from US 17 Bus. to SR 2213 (Albemarle Rd)
SR 2219 (Green Meadows Rd) resurfacing from US 117 Bus. to SR 2281 (Spicewood St)
SR 1002 (Holly Shelter Rd) mill patch from US 117 to Pender Co. line

Pender County:
US 117 resurfacing from New Hanover County line at Northeast Cape Fear River Bridge to 0.30 mile north of NC 210
NC 53 milling & resurfacing from 0.53 miles west of SR 1400 (North/South Smith Street) to 0.03 miles east of US 117Business in Burgaw
Estimated Completion Date Fall 2012

Brunswick & New Hanover Counties: <u>C202916</u>

<u>Brunswick County:</u>
US 17 NBL & SBL from US 17 Business (south end of Bolivia) to US 17 Business (north end of Shallotte)
NC 211 from US 17 to Lockwood Folly River Bridge.
US 17 Bus. (Shallotte) from US 17 to NC 179.
SR 1402 (**Randolphville Road**) from US 17 Bus. to SR 1401 (Galloway Road).
SR 1137 (**Boones Neck Road**) from NC 130 to end of system.
SR 1345 (**Royal Oak Road**) from US 17 to SR 1342 (Big Macedonia Road).
SR 1141 (**Kirby Road**) from SR 1139 (Seashore Road) to NC 130, 2' widening.

<u>New Hanover County:</u>
US 74/US 76 from 0.04 mile east of Summer Rest Road to US 76.
US 74 from US 76 to westside of Banks Channel Bridge #24.
SR 1002 (**Holly Shelter Road**) 2' widening, mill & resurface from US 117 (Castle Hayne
Road) to Pender County line.
SR 1521 (**Piner Road**) patching & resurface from 0.13 mile east of US 421 to SR 1492 (Masonboro Loop Road).
SR 1520 (**Grissom Road**) patching & resurfacing from SR 1521 to SR 1492.
SR 1492 patching & resurface from SR 1520 to Whiskey Creek bridge (Wilmington City Limits).
SR 1695 (**Shannon Road**) patching & resurface from SR 1492 (Myrtle Grove Road) to end of system.
SR 1336 (**Sidbury Road**) mill & resurface from SR 1318 (Blue Clay Road) to SR 2181 (Dairy Farm Road).
SR 1336 2' widening, patching & resurface from SR 2181 to Pender County line.
Estimated Contract Completion Date November 2012

Pender County: <u>C202927</u>
SR 1572 (**Sidbury Road**) mill patch, widen & resurface from US 17 to New Hanover County line.
Estimated Contract Completion Date November 2012

Patching Contract:

Patching in Brunswick County:

US 74/US 76 (Joint Repairs) from Columbus County line to 0.36 mile east of SR 1417 (Malmo Loop Rd.).

NC 211 (Two bridge approaches) from 0.62 mile west of SR 1340 (Camp Branch Road) to 0.79 mile west of SR 1340.

US 74/US 76 EBL & WBL from US 17 to 0.10 mile west of SR 1722 (Mercantile Drive).

US 17 NBL & SBL from the New Hanover County line to SR 1414 (Goodman Road).

NC 130 from SR 1116 (Ocean Blvd.) to ICWW Bridge.

NC 130 from SR 1130 (Mt. Pisgah Road) to 0.18 mile east of Edgewater Drive (eastern limits of Smith Avenue).

NC 179 from NC 904 to SR 1143 (Bricklanding Road).

NC 87/NC 133 from NC 211 to NC 133.

Patching in New Hanover County:

US 17 Business from 0.142 mile north of SR 1409 (Military Cut-Off) to SR 1455 (Porters Neck Road).

US 117/NC 133 from Pender County line to NC 133.

NC 133 from US 117 to SR 1310 (Division Drive).

US 117/NC 132 NBL & SBL from US 74 (MLK Parkway) to I-40.

Patching in Pender County:

US 421 from where the divided highway begins/ends just north of NC 210 to the New Hanover County line.

Estimated Completion Date Fall 2012

If you have any questions, please contact Mr. Patrick Riddle: priddle@ncdot.gov