

Meeting Minutes
Wilmington Urban Area Metropolitan Planning Organization
Transportation Advisory Committee
Date: April 27, 2016

Members Present:

Gary Doetsch, Town of Carolina Beach
Frank Williams, Brunswick County
Pat Batleman, Town of Leland
Eulis Willis, Town of Navassa
Emilie Swearingen, Town of Kure Beach
Hank Miller, Town of Wrightsville Beach
Neil Anderson, City of Wilmington
Charlie Rivenbark, City of Wilmington
David Piepmeyer, Pender County
Jonathon Barfield, Cape Fear Public Transportation Authority

Staff Present:

Mike Kozlosky, Executive Director

1. Call to Order

Mr. Doetsch called the meeting to order at 3:05pm.

2. Conflict of Interest Reminder

Mr. Doetsch asked if any members had a conflict of interest with any items on the meeting agenda. No members reported having a conflict of interest.

3. Approval of Minutes

The minutes for the March 30, 2016 meeting were approved unanimously.

4. Public Comment Period

No one wished to speak during the Public Comment Period.

5. Presentations

a. Wilmington Urban Area MPO Website Update, Brittany Strait, WMPO

Ms. Strait gave a presentation on WMPO website update. A brief question and answer period followed the presentation.

b. Cape Fear Regional Bike Plan, Allen Serkin, CFRTPO

Mr. Serkin gave a presentation on the Cape Fear Regional Bike Plan. A brief question and answer period followed the presentation.

c. STI Prioritization Process, Suraiya Motsinger, WMPO

Ms. Motsinger gave a presentation on the STI Prioritization Process. A brief question and answer period followed the presentation.

6. Consent Agenda

- a. **Resolution authorizing the Executive Director to enter into an agreement with the City of Wilmington and North Carolina Department of Transportation for the Rail Re-alignment Feasibility Study**
- b. **Resolution to dissolve the Citizen Advisory Committee**
- c. **Opening of the 30-day public comment period for STIP/MTIP Amendments (April)**

Mr. Williams made the motion to approve consent agenda. Ms. Batleman seconded the motion and it carried unanimously.

7. Regular Agenda

- a. **Resolution amending the Wilmington Urban Area MPO Bylaws**

Mr. Kozlosky told members that at the last meeting members discussed an amendment to the Bylaws to allow members to remove items from the agenda. Members also discussed adding items to the agenda and the requirement for a super-majority to vote to add an item to the agenda. He said staff reviewed the bylaws and included a recommendation for the process to add/remove an agenda item within the bylaws by vote of a super-majority.

He noted that staff also recommended a change to the Officers. In the previous version of the bylaws, it indicated that a member of the City of Wilmington Development Services would serve as secretary. That has been changed to the Wilmington Urban Area Metropolitan Planning Organization.

The third item discussed at the last meeting was attendance. Mr. Kozlosky said staff is recommending language stating "...for members not attending three consecutive TAC meetings, the Chairman will send a letter to the chief-elected officer of the jurisdiction of that member in question indicating the number of absences and requesting re-affirmation or re-designation of the jurisdiction representative". Mr. Kozlosky told member that staff reviewed a number of bylaws from other MPOs and that attendance was required in some, but not all.

Mr. Piepmeyer made the motion to amend the Wilmington Urban Area MPO Bylaws. Ms. Batleman seconded the motion and it carried unanimously.

- b. **Resolution adopting the Wilmington Urban Area MPO's Mission Statement**

Mr. Kozlosky told members that during the Strategic Planning Retreat there was discussion about updating the WMPO's mission statement. He said staff created an updated statement that better identifies the organization's mission. The new mission statement is: *Create and execute continuing, cooperative and comprehensive regional long-range planning efforts that pro-actively drive transportation decisions to improve safety, connectivity, economic development and quality of life in the Wilmington region.*

Ms. Batleman made the motion to adopt the Wilmington Urban Area MPO's Mission Statement. Mr. Williams seconded the motion and it carried unanimously.

c. Resolution Supporting the Cape Fear Public Transportation Authority's Pursuit of Federal Funding for the Replacement of 12 Buses

Mr. Kozlosky told members that the Cape Fear Public Transportation Authority (CFPTA) is seeking a Federal grant to replace 12 of the buses in their existing fleet. The buses are around 13 years old and they have exceeded 500,000 miles of service. Mr. Kozlosky said CFPTA is seeking resolutions supporting their efforts to securing grant funding through the Bus and Bus Facilities Discretionary Program and Low or No Emissions Program.

Mr. Williams made the motion to support the CFPTA's pursuit of Federal funding for the replacement of 12 Buses. Ms. Batleman seconded the motion and it carried unanimously.

9. Discussion

a. Prioritization 4.0 and Draft Local Input Point Assignment

Ms. Rashid told members that staff developed a spreadsheet based on the local input methodology for use in the Regional point assignment process. It serves as a guide as to how members can use our Regional input points. She explained that the spreadsheet contains suggestions as to how many local input points would be allocated to each project. She noted that most of the "top" projects receive a total of 100 points. She told members staff will bring this back to the Board at the May meeting to open the Public Comment Period. Staff will ask the Board to consider adoption of the Local Input Point allocation for the Regional Tier at the June meeting based on consideration of any public input received during that time.

A question/answer period followed.

b. Meeting Space/Location

Mr. Kozlosky told members that staff received permission from New Hanover County to hold meetings in the 6th Floor Conference Room at 320 Chestnut Street. Consensus of the Board was to hold meetings at the location going forward.

c. Organizational Improvements

Mr. Kozlosky told members that based on the information provided during the SWOT analysis and discussions held during the Board's retreat in March, staff identified a number of areas to improve internally. The list include:

- Branding
- Mission Statement
- Prioritization
- Space/Location
- On-Boarding – one on one
- Improve an understanding of Industry/Freight
- Better understand Leland and Brunswick County
- More time to review information and provide input by TAC members
- Improve understanding of MPO processes, funding and better educate the members
- Data Management
- Website design
- Site development
- Too Wilmington centric
- Public Information and outreach
- Developing values/goals – projects/infrastructure
- Create consistent criteria for STP-DA and TAP-DA funding
- Coordination with NCDOT, WAVE and development community

Mr. Kozlosky reviewed the list. A brief discussion follow.

Mr. Williams told members he would like to know about how other MPOs around the state are structured in relation to their hosting entity. Mr. Kozlosky told members that staff will bring that information back to the Board at a later meeting.

Ms. Batleman invited members of the Board to meet at the new town hall in Leland.

d. PEST Analysis Exercise

Mr. Kozlosky said at the March retreat, members participated in an exercise in which members suggested newspaper headlines that would indicate how the Wilmington region will become a great community over the course of the next 10 years. Staff compiled the list of headlines from that meeting and sent the list to members for priority scoring. Members were asked to score the headline list by importance in preparation for a PEST analysis exercise. He told members that he invited Mr. Scott Rosthauser to help fascinate the PEST analysis. Following the discussions, the next step will be to select the top-4 or 5 initiatives at the June meeting for inclusion in the Strategic Business Plan.

Mr. Rosthauser told members that PEST Analysis stands for Political, Economic, Social and Technological considerations and challenges. He asked members for their initial thoughts regarding the headline results. Mr. Rosthauser suggested narrowing the list of 33 headlines to 7, then doing the PEST analysis and bring it down to 5.

Ms. Batleman told members she listened to the audio recording from the retreat and it didn't seem like there was any focus on the economics of how to finance what we know we need. She noted that members need to be creative and figure out how to create mechanisms in order to fund what it is that we know we need and want. That's what we've missed so far in our strategic planning efforts.

Mr. Anderson said there was some conversation about how maybe we want/need to change the way we approached it from a financial standpoint. He noted that this exercise was a pie-in-the-sky exercise. It was not finance oriented.

Mr. Kozlosky said he thought Ms. Batleman brought up good points about if we're going to try to do this, we need to get a group together and really push it. If we're going to make change, it's going to take a holistic regional effort and we will need to work closely with our legislative delegation in order to do that. We have a number of transportation needs and large projects are not going to be funded through the STI.

Mr. Doetsch noted that many of the headlines are not transportation related. Mr. Williams agreed. Ms. Swearingen suggested going through the list and taking out non-transportation related items. Consensus of the Board was that staff would review the list and remove all non-transportation items and send the revised list to members for consideration.

9. Updates

Project updates for the Crossing over the Cape Fear River Work Group, Wilmington MPO, Rail Re-alignment Task Force, CFPTA. NCDOT Division and NCDOT Planning Branch are included in the agenda packet.

Ms. Batleman told members that the Rail Re-alignment Task Force selected to firm of Moffatt & Nichol to complete the feasibility study.

10. Adjournment

With no further business, the meeting was adjourned at 4:44pm

Respectfully submitted

Mike Kozlosky

Executive Director

Wilmington Urban Area Metropolitan Planning Organization

**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.**