

**Wilmington Urban Area
Technical Coordinating Committee
Meeting Minutes for January 11, 2017**

Members Present:

Mike Kozlosky, City of Wilmington

Don Bennett, City of Wilmington

Suraiya Motsinger, TDM

Ed Parvin, Town of Carolina Beach

Nancy Avery, Town of Kure Beach

Zack Steffey, Town of Wrightsville Beach

Athina Williams, Town of Belville

Ashli Barfoot, Town of Leland

Trey Burke, Town of Navassa

Helen Bunch, Brunswick County

Megan Crowe, Pender County

Allen Serkin, Cape Fear COG

Alan Pytcher, NCDOT Division 3

Nazia Sarder, NCDOT Planning Branch

Albert Eby, CFPTA

Ken Vafier, New Hanover County

1. Call to Order

Mr. Kozlosky called the meeting to order at 10:00am.

2. Approval of Agenda

With no changes to the agenda, Mr. Parvin made the motion to approve the agenda. Mr. Eby seconded the motion and it carried unanimously.

3. Election of Officers

Mr. Kozlosky opened the floor for nominations for the Chair and Vice-chair.

Ms. Motsinger nominated Mr. Kozlosky as Chair and Mr. Bennett as Vice-chair. Mr. Serkin moved that the nominations be closed and Mr. Vafier seconded the motion. The vote to elect Mr. Kozlosky as Chair and Mr. Bennett as Vice-chair carried unanimously.

4. Approval of Minutes

The minutes for the November 16, 2016 meeting were approved unanimously.

5. Presentations

a. NCDOT Project Cost Sharing Process, David Leonard, NCDOT

Mr. David Leonard gave a presentation on the project cost sharing policy for accommodating bike/pedestrian improvements on NCDOT projects. A brief question and answer period followed.

b. Wilmington Urban Area MPO Annual Report, Suraiya Motsinger, WMPO

Ms. Motsinger gave a presentation on the WMPO Annual Report. She reviewed the information found in the report. Ms. Motsinger also spoke about WMPO banding efforts by staff. A brief question and answer period followed.

c. Wilmington Rail Re-alignment Feasibility Study Update, Laura Padgett, Chair of the Mayor's Task Force for the Rail Re-alignment

Ms. Padgett gave a presentation on the Wilmington Rail Re-alignment Feasibility Study. She reviewed the maps found on the City of Wilmington's web site and talked about the purpose/need to relocate the rail line. Ms. Padgett told members that the consultant anticipates completing the study by the end of March of 2017. A brief question and answer period followed.

6. Consent Agenda

- a. **Opening of the 30-day public comment for the Wilmington Urban Area MPO's STIP/MTIP Amendments (January)**
- b. **Resolution adopting the Revised Wilmington Urban Area MPO Public Participation Policy**
- c. **Resolution adopting the Cape Fear Public Transportation Authority's Locally Coordinated Public Transportation Plan**
- d. **Resolution adopting the Town of Leland Pedestrian Plan**
- e. **Resolution supporting Pedestrian Safety Improvements on US 421 (Carolina Beach Road) near Monkey Junction**
- f. **Resolution adopting the Wilmington Urban Area MPO's 2017 Legislative Agenda**

Ms. Bunch made the motion to approve the consent agenda and forward to the Board for consideration. Mr. Bennett seconded the motion and it carried unanimously.

7. Regular Agenda

- a. **Resolution Re-establishing the Wilmington Urban Area MPO's Citizen Advisory Committee**

Ms. Motsinger told members that staff is beginning work on the 2045 Metropolitan Transportation Plan. Staff is seeking to re-convene the Citizen Advisory Committee (CAC) to help with the public outreach portions of the process, as well as guide the overall development of the plan. She said the resolution re-establishes the CAC and asks the Board to appoint members to that committee.

Mr. Kozlosky told members that the Board requested a job description to help facilitate the application process in appointing members to the committee. He noted that it will be up to each board member and/or their board as to how they will appoint the CAC member.

Ms. Avery made the motion to support the re-establishment of the Wilmington Urban Area MPO's Citizen Advisory Committee and forward to the Board for consideration. Ms. Williams seconded the motion and it carried unanimously.

- b. **Resolution supporting the re-allocation of funds from the Navassa Main Street Bike Lane Project to the Navassa Park Multi-use Project**

Mr. Kozlosky told members that items b., c., and d. are all related and he would ask members to discuss these concurrently, but the vote will require three separate actions. He noted that these resolutions were requested by the Town of Navassa.

Mr. Lowe told members that the Town of Navassa was awarded funds for two projects. In 2013, the Town was awarded \$360,000.00 in Surface Transportation Block Grant Program-Direct Attributable (STBGP-DA) funds for their Main Street bike lanes project, and in 2016 they received \$225,442.00 in Transportation Alternatives Set Aside – Direct Attributable (TASA-DA) funds for the Navassa Park Multi-use path project. Mr. Lowe noted that the \$225,442.00 was only partial funds for the Town. The Town was told to re-apply during the 2017 call-for-projects for the remainder of the funds that they originally requested.

Mr. Lowe stated that as the design progressed on the Main Street bike lanes project over the past few years, the estimated costs escalated to more than double the original cost estimate. As a result, the Town decided not to move forward with the design and construction of the project. They are requesting that in lieu of applying for the remainder of the TAP-DA for the Navassa Park Multi-use Path project, they are requesting that the \$360,000 that was awarded to the bike lanes project be re-allocated to the Park project to make up the remainder of the funding that was not awarded last year. With that re-allocation, it will bring the total awarded to \$585,442.00 and the Town has agreed to provide the minimum 20% local match.

Mr. Lowe told members that the second resolution deals with the fact that there is no longer a desire to pursue the bike lanes project, so the Town is requesting to remove that project from the State Transportation Improvement Program (STIP).

Mr. Lowe told members that the third resolution deals with a scope change to the Navassa Park Multi-use Path project. He noted that over the past couple months the Town worked closely with NCDOT and WMPO staff to ensure that the scope of the project falls in line with the budget and funds available. The third resolution is a request to change from the original scope to the construction of bike lanes on Brooklyn Street and then construct a loop around the park.

A brief question/answer period follow.

Ms. Motsinger made the motion to support the re-allocation of funds from the Navassa Main Street Bike Lane Project to the Navassa Park Multi-use Project and forward to the Board for consideration. Ms. Avery seconded the motion and it carried unanimously.

c. Resolution requesting the removal of the STP-DA funding for the Navassa Main Street Bike lanes project from the State/Metropolitan Transportation Improvement Program

Mr. Bennett made the motion to request the removal of the STP-DA funding for the Navassa Main Street Bike lanes project from the State/Metropolitan Transportation Improvement Program and forward to the Board for consideration. Mr. Serkin seconded the motion and it carried unanimously.

d. Resolution supporting a project scope modification for the Navassa Park Multi-use Project

Mr. Burke made the motion to support a project scope modification for the Navassa Park Multi-use Project and forward to the Board for consideration. Mr. Parvin seconded the motion and it carried unanimously.

e. Resolution approving the 2017 Surface Transportation Block Grant Program-Direct Attributable and Transportation Alternatives Set Aside – Direct Attributable Allocations

Mr. Lowe told members that a call for projects for the 2017 Surface Transportation Block Grant Program-Direct Attributable (STBGP-DA) and Transportation Alternatives Set Aside – Direct Attributable (TASA-DA) funds was held in the fall of 2016. The selection committee met and formulated recommendations. Mr. Lowe stated that the two programs together have a total amount of \$2.8 million to award for projects. The committee received 4 applications requesting a total of \$1.3 million for projects, leaving a remainder of \$1.5 million that will remain available.

Mr. Lowe told members that the committee received applications from Town of Belville for the Rice Hope Connection Multi-Use Path, the City of Wilmington for installation of Emergency Vehicle Traffic

Signal Pre-emption and the Cape Fear Public Transportation Authority. The Town of Belville also submitted a TASA-DA request for the Belville Elementary Multi-Use Path Project. Mr. Lowe told members that the committee recommended awarding funds to each of the projects submitted. He noted that the Cape Fear Transportation 2040 Plan will need to be amended to include the Belville projects.

Mr. Kozlosky told members that staff will bring back a discussion on the options for the remaining fund balance to the February meeting.

Following a brief question/answer period, Ms. Crowe made the motion to approve the resolution awarding the STBGP-DA and TASA-DA funds as recommended and forward to the Board for consideration. Ms. Bunch seconded the motion and it carried unanimously.

f. Resolution amending the Cape Fear Transportation 2040 Plan

Mr. Serkin made the motion to amend the Cape Fear Transportation 2040 Plan and forward to the Board for consideration. Mr. Parvin seconded the motion and it carried unanimously.

7. Discussion

a. 2016-2025 STIP/MTIP Modifications (January)

Mr. Kozlosky told members this item is for information purposes only and staff will be bringing it back to the next meeting for consideration.

b. Wilmington Urban Area MPO's Draft FY 2018 Unified Planning Work Program

Mr. Kozlosky told members that staff prepared a memo that identifies some of the pressures that staff will be facing in the next year, which include increased development review and the number of long-range planning studies that are currently underway or on the horizon. He noted that data collection requests have also increased and there are also 20 active STBGP-DA and TASA-DA projects underway. Mr. Kozlosky said staff prepared two scenarios for consideration in preparing next year's budget.

Mr. Kozlosky told members that the first scenario includes flexing funds for completion of planning studies for the Wrightsville Beach Drawbridge, and the Pender County Bike/Ped study. The second scenario includes funding for the two studies plus an additional full-time employee for the WMPO. Ms. Motsinger outlined the purpose and need for an additional staff member and what this position could offer the organization and its members. Mr. Kozlosky told members that staff is proposing to flex some of the STP-DA money to pay for the new position, as well as the studies.

Mr. Serkin asked why the studies are not being covered out of the existing studies funding. Mr. Kozlosky said there was not sufficient PL funds to cover the cost of the studies. Ms. Crowe told members that Pender County would support adding an additional staff person; and, in the spirit of regional cooperation, the special study they're requesting could be pushed out to the next fiscal year if needed.

Mr. Serkin suggested that it makes a lot of sense to use the block-grant to fund the new position. The grant requires a local match and that will be funded by all the jurisdictions. The new position will provide a clear benefit to the entire organization.

A general question/answer and discussion period followed.

Consensus of the members was to support adding an additional staff member, and \$45,000 for the MTP and \$10,000 in carryover for existing studies and forward the recommendation to the Board for consideration. Members also agreed that the requests for the special studies will be held over for another year, which will allow staff time to prepare a policy regarding local match contributions.

c. Draft 2018-2027 STIP/MTIP

Mr. Kozlosky told members that the draft STIP/MTIP is in the packet. We are required to have a 30-day public comment period. It will go before the Board in June to consideration for adoption.

8. Updates

Updates are included in the agenda packet.

9. Announcements

10. Adjournment

With no further items, the meeting was adjourned at 12:23pm.

**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.**