

Meeting Minutes
Wilmington Urban Area Metropolitan Planning Organization
Transportation Advisory Committee
Date: March 30, 2016

Members Present:

Gary Doetsch, Town of Carolina Beach
Frank Williams, Brunswick County
Pat Batleman, Town of Leland
Emilie Swearingen, Town of Kure Beach
Skip Watkins, New Hanover County
Hank Miller, Town of Wrightsville Beach
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 3:00pm.

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 January 27, 2016 meeting were approved unanimously.

4. Public Comment Period

Ms. Minnie Brown, Mayor-Pro Tem for the Town of Navassa told members that she is attending today's meeting on behalf of Mayor Willis. She introduced Navassa's Town Council members Ernest Mooring and Athelston Bethel who were also in-attendance.

5. Presentations

a. Wilmington MPO 101: Transportation Projects from Conception to Construction, Suraiya Motsinger

Ms. Motsinger gave a presentation on Transportation Projects from Conception to Construction. A brief question and answer period followed the presentation.

b. Transportation Demand Management Activities Update, Adrienne Harrington

Ms. Harrington gave a presentation on the Transportation Demand Management activities. A brief question and answer period followed the presentation.

6. Consent Agenda

a. Resolution approving STIP/MTIP Administrative Modifications (January and February)

b. Resolution adopting STIP/MTIP Amendments (January)

c. Resolution Re-affirming Support to Increase the Ferry Tolls for the Southport and Fort Fisher Ferry

- d. **Resolution adopting the Wilmington Urban Area MPO's 2016 Legislative Agenda**
- e. **Resolution adopting the FY 17 Unified Planning Work Program**
- f. **Resolution Certifying the Transportation Planning Process for the Wilmington Urban Area MPO**
- g. **Resolution Amending the TCC Adopted Meeting Calendar for the May meeting**
- h. **Opening of the 30-day Public Comment Period for STIP/MTIP Amendments (February)**

Ms. Batleman asked that items 6 b. and d. be pulled from the Consent Agenda for discussion.

Mr. Miller made the motion to approve items 6. a., c., e., f., g., and h. on the consent agenda. Mr. Williams seconded the motion and it carried unanimously.

Ms. Batleman told members she would like to have more information on U-5914 (NC133, US 17/74/76 to SR 1554 [Old River Road] Modernize Roadway). Mr. Kozlosky stated that NCDOT will be looking at options to add capacity and modernize the roadway from where the Diverging Diamond terminates to Old River Road. The project will also look at adding median, sidewalks, and bicycle lanes as part of the Department's complete-streets policy.

Ms. Batleman told members she has questions regarding the 2016 Legislative Agenda (item d.). She suggested inserting under Transportation Financing "..... to address the growing needs of the state and the nation. Including, but not limited to road and highway projects..." She suggested inserting bridges to that list. She also questioned the term "beach nourishment". She asked how that worked as far as being a transportation issue.

Mr. Barfield stated that "beach nourishment" was included as one of their legislative goals from the Board of County Commissioners Legislative Conference in 2015. Mr. Williams told members he would like to add the word "inlet and" before.....waterway maintenance,....." to reinforce the importance the importance of the inlets. Ms. Swearingen told members that the Coastal Storm Damage Reduction program is how it relates to transportation. The material from the dredging program provides sand for the protection of infrastructure.

Following further discussion on the Transportation Financing section, Mr. Kozlosky suggested changing the sentence to say: "*.....beach nourishment, inlet and waterway maintenance, coastal storm damage reduction, port infrastructure, airports, etc.*" Consensus of the group was to accept Mr. Kozlosky suggested changes.

Mr. Williams made the motion to approve items 6.b and d. with the changes as discussed to item d. Mr. Miller seconded the motion and it carried unanimously.

7. Regular Agenda

- a. **Resolution adopting the Wilmington Urban Area MPO's Amended Memorandum of Understanding**

Mr. Kozlosky told members that the Amended Memorandum of Understanding (MOU) will keep the organization name as the Wilmington Urban Area Metropolitan Planning Organization but it reflects all changes that were made in the previous revision of the MOU from 2015.

Ms. Batleman told members that she would like to propose changes under Section K - Board Voting Policy. She suggested adding a new number 3 under section K to say when the population of a jurisdiction reaches 50,000, the Board will commence a process to restructure the voting allotment to a weighted voting, or some other equitable process.

Mr. Watkins asked how the weighted vote process would work. Ms. Batleman said a formula would be created to determine the numbers. She noted that it will be 10 years before Leland reaches that number in population, but she felt it would be wise to include that option. Mr. Watkins told members that in his opinion if we went ahead and enacted it, we have to do that formula now and the east side of the river would have a significant advantage. He noted that in the early years, it could actually negatively affect Brunswick County. Mr. Williams told members that he's been in discussions with other MPO's around the state and it's a double-edge sword because one entity had over half the votes by themselves. That one person cast almost half the votes so we need to think through un-intended consequences. Mr. Barfield told members that he would not be in favor of changing the voting structure.

Ms. Batleman told members that she brought up the suggestion for weighted voting for discussion purposes. She said it's an issue that will need to be discussed seriously at some point.

With no further discussion, Mr. Miller made the motion to adopt the Wilmington Urban Area MPO's Amended Memorandum of Understanding. Mr. Williams seconded the motion and it carried unanimously.

b. Resolution adopting Amendments to the Wilmington Urban Area MPO's Bylaws

Mr. Kozlosky told members that the amendment will allow the Board to approve the agenda at the beginning of each meeting. He explained that at a recent meeting there was a request to remove an item from the agenda and there was not a process in place to do that. This amendment will allow the Board to add or remove items from the agenda following a specific protocol outlined in the bylaws at the beginning of each meeting.

Ms. Batleman told members that she would like to suggest a possible change to the Bylaws in Article V- Meetings, in Section IV- Attendance. She suggested the following change: Any members absent from three consecutive meetings will be relieved of membership in the Board and a new representative will be requested of the MPO member. Mr. Piepmeyer asked if there would be excused absence clause. Mr. Watkins told members this change would put a burden on another organization and he is not sure we have the authority to remove a designee that was appointed by another entity.

Following additional discussion, Mr. Kozlosky asked that staff be granted additional time to go back and research these possible changes to the bylaws.

Mr. Piepmeyer made the motion to table the resolution to adopt the Amendments to the Wilmington Urban Area MPO's Bylaws to allow staff to research this issues discussed regarding changes to the Bylaws until the next meeting. Mr. Williams seconded the motion and it carried unanimously.

c. Resolution Amending the FY 15-16 Unified Planning Work Program (UPWP)

Mr. Kozlosky told members that the Board has until the end of March to amend the UPWP in order to reflect the anticipated expenditures through the end of the fiscal year. The amendments will add/decrease the funding as projected.

Ms. Batleman made the motion to approve the resolution to amending the FY 15-16 Unified Planning Work Program. Mr. Watkins seconded the motion and it carried unanimously.

d. Resolution Approving the 2016 TAP-DA Allocation

Mr. Kozlosky noted that at the last meeting staff was directed to bring a resolution to the Board for consideration in awarding the 2016 TAP-DA funding to the Town of Navassa for the Navassa Park Multi-use Trail. He said the resolution awards the 2016 funds to the Town of Navassa and they will need to apply for the 2017 TAP-DA allocation in order to obtain the remaining funds needed to construct the project.

Mr. Barfield made the motion to approve the resolution awarding the 2016 TAP-DA funding to the Town of Navassa for the Navassa Park Multi-use Trail. Mr. Miller seconded the motion and it carried unanimously.

e. Resolution Adopting the Pender County Collector Street Plan

Mr. Kozlosky told members that the Pender County Collector Street Plan provides a guide for future development of a collector street network in Pender County. He noted that the Pender County Board of Commissioners adopted the plan on March 21st.

Mr. Piepmeyer thanked everyone involved in the creation of the Pender County Collector Street Plan. He told members that the plan will help to better prepare them for the growth they are going to experience in the county.

Mr. Williams made the motion to adopt the Pender County Collector Plan. Mr. Miller seconded the motion and it carried unanimously.

f. Resolution Supporting the Improvements to the Container Facility at the Port of Wilmington

Ms. Ayers told members the Port of Wilmington is working on channel improvements and expanding the turn-basin in order to accommodate larger ships. She noted that they are also purchasing new equipment to “work” the larger ships; and as part of that, they will need to make some terminal improvements. Ms. Ayers stated that the Port is asking the Federal Government to help partner with them on the terminal improvements by way of a TIGER and FASTLANE grant applications. She said members of their Board would appreciate support for their applications.

Mr. Williams made the motion to approve the resolution supporting the Improvements to the Container Facility at the Port of Wilmington. Mr. Watkins seconded the motion and it carried unanimously.

9. Discussion

a. Organizational Improvements

Mr. Kozlosky told members that over the course of the next few months, staff will be using the information that came through the Board’s workshop on March 14th to make improvements to the organization.

Mr. Kozlosky said staff is also working to develop a strategic plan from the information provided by the future headlines exercise at the retreat. Staff will use the PEST analysis in looking at the political,

economic, social and technological challenges for each of the headlines on the lists. Staff would like to request feedback at the April meeting in selecting to top priorities for strategic plan.

Following a general discussion on the retreat and staff's request to conduct the PEST Analysis, consensus of the members was that the analysis would be done during the April meeting.

Mr. Doetsch suggested that he would support holding a workshop/retreat once a year and perhaps include members of the Technical Coordinating Committee members. TAC members agreed to continue holding the workshop/retreat each year.

b. Future roles and Responsibilities of the Citizen Advisory Committee (CAC)

Mr. Kozlosky told members that the CAC has been working to help the WMPO with the long range transportation planning efforts for the past 10 years. During those years there has been a lot of turnover in the TAC membership. Because each TAC member appoints the representative to the CAC, it may be the wish of the current TAC member to select someone of their choosing to be their representative on the Citizen Advisory Committee.

With the recent completion of the 2040 Long Range Transportation Plan, staff wanted to take this opportunity to seek direction from the Board on the future roles and responsibilities of the CAC. Mr. Kozlosky noted that one option would be to dissolve the current Citizen Advisory Committee and then re-create the committee in another year or so to begin the work on the next long range plan.

Mr. Kozlosky told members he and Mr. Howard Loving discussed future options for the committee. They discussed the possibility of dissolving the group at this point and when members of the TAC re-create the CAC, we reach out to the existing members and see if there is an interest to serve again. If so, it will be a decision for the sitting-TAC member.

Mr. Watkins asked Mr. Loving for his thoughts on dissolving the current committee. Mr. Loving told members that there is nothing for the committee to do right now. Members of the current committee understand that they may not be re-appointed to the next CAC; however, he wanted to stress that continuity is very important in creating the next long range plan. He suggest that members offer current CAC members the opportunity for appointment and let them be involved.

Following a brief discussion, consensus of the group was to dissolve the current CAC and the TAC members should give consideration to re-appointing the past representative to the future CAC. Mr. Kozlosky told members that staff will bring a resolution to the next meeting for consideration.

c. Section 5310 Work Group Appointment

Mr. Kozlosky told members that a year ago the TAC supported that the Cape Fear Public Transportation Authority be the direct recipient of the 5310 funds and the TAC would be responsible for project selection. The Cape Fear Public Transportation Authority is developing a process for the administration for the Section 5310 funds and as such they reached out to the TAC asking for someone to participate in the process.

Mr. Barfield and Ms. Swearingen expressed interest in serving on the Section 5310 Work Group committee.

Mr. Williams made the motion nominate Mr. Barfield and Ms. Swearingen to serve on the committee. Mr. Miller seconded the motion. Mr. Barfield and Ms. Swearingen were unanimously elected to serve as members of the Section 5310 Work Group committee.

d. Prioritization 4.0 and Draft Local Input Point Assignment

Mr. Kozlosky told members that NCDOT will be releasing the Prioritization 4.0 Statewide Mobility scores within the next few days. Staff will be bringing a draft point assignment for the Regional projects in April to open the public comment period. It will then come back to the Board for adoption in May.

e. Joint FHWA/FTA Certification Review (added to the agenda)

Mr. Kozlosky told members that there will be the joint FHWA/FTA Certification Review is tentatively scheduled for April 19, 2016. He invited members of the TAC to attend.

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 received 3 proposals for the feasibility study. The Task Force will be conducting interview tomorrow to select the firm to complete the study.

10. Adjournment

With no further business, the meeting was adjourned at 4:50pm

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.**