



Board Meeting Minutes
6th Floor Conference Room, 320 Chestnut Street
Wednesday, July 26, 2017

Members Present:

Neil Anderson, City of Wilmington
Jonathan Barfield, Cape Fear Public
Transportation Authority
Pat Batleman, Town of Leland
Danny McComas, NC Board of Transportation
Hank Miller, Town of Wrightsville Beach

Charlie Rivenbark, City of Wilmington
Donna Schardien, Town of Belville
Emilie Swearingen, Town of Kure Beach
Frank Williams, Brunswick County
Eulis Willis, Town of Navassa

Others Present:

Mike Kozlosky, Executive Director, WMPO
Karen Collette, Division Engineer, NCDOT

1. Call to Order

Mr. Kozlosky called the meeting to order at 3:03 p.m. He noted that Chairman Doetsch and Vice Chairman Piepmeyer were absent.

Mr. Miller made a motion to elect Mr. Williams as Acting Chair, seconded by Mr. Barfield, and the motion carried unanimously.

2. Conflict of Interest Reminder

Mr. Williams 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 Board Members' Excused Absence

Mr. Williams stated that Mr. Watkins has requested to be excused from today's meeting.

Mr. Kozlosky noted that Mr. Doetsch, and Mr. Piepmeyer have also requested to be excused from today's meeting.

Mr. Rivenbark made a motion to excuse the absence of Mr. Doetsch, Mr. Piepmeyer, and Mr. Watkins. Mr. Willis seconded the motion, and it carried unanimously.

Mr. Kozlosky stated that Mr. Zimmer has expressed an interest in attending; but was unavailable today. He noted that Mr. McComas said that he would attend today's meeting.

Ms. Collette pointed out that Mr. Zimmer has had some scheduling conflicts. Mr. Kozlosky noted that Mr. Zimmer had a Committee meeting today.

Mr. Miller made a motion to excuse the absence of Mr. Zimmer. Ms. Batleman seconded the motion, and it carried unanimously.

4. Approval of Agenda

Mr. Kozlosky requested to delay the proposed closed session to discuss Map Act cases until the full Board could be present, such as its August meeting.

Ms. Batleman made a motion to approve the agenda as amended, seconded by Mr. Barfield, and the motion carried unanimously.

5. Public Comment Period

No public comment speakers were present.

6. Presentations

a. Go Coast Program, Adrienne Harrington, WMPO

Ms. Harrington gave an update on the Transportation Demand Management (TDM) Program, now called "Go Coast." She stated that the program has undergone a branding process during the last year. She acknowledged that Ms. Batleman is a member of the TDM Committee, which chose the new name.

Ms. Harrington gave some background on the program that was established in the mid-2000s and had stalled during the recession. In 2014, a short-range plan was developed by the TDM Committee that was adopted by the Board and submitted to NCDOT, giving the program a technical start date of January of 2016. She gave an overview of the program's priorities and recent accomplishments.

Ms. Harrington stated that the new name is harmonious with other TDM programs across the state such as "Go Mountains" and "Go Triangle." She displayed the logo that the committee selected, as well as logos for Bike to Work Week and the Commuter Challenge.

Ms. Harrington gave an overview of the results from the last two (2) fiscal years, and next steps including the expansion of the Committee. She noted that "Go Coast" will continue to work with the consultant to develop a marketing plan. She added that efforts will continue to utilize van pools, expand the bike share program, and partner with schools for preferred car pool parking and Share the Ride NC. A brief question/answer and discussion period was held.

Mr. McComas arrived at 3:10 p.m.

b. Wilmington Multi-modal Transportation Center Update, Albert Eby, Cape Fear Public Transportation Authority

Mr. Eby gave an update on the Transit portion of the Multi-modal Transportation Center. He noted that in December of last year, the MPO, the City of Wilmington, and Wave Transit asked the State to accelerate the 20-year-old project.

Mr. Eby expressed appreciation to the Board for supporting the \$2.4 million STP-DA grant that the project was awarded. He noted that the stabilization and hazardous material abatement portion is being funded by North Carolina Department of Transportation. He added that the project is working with about \$1 million from the State, and \$172,000 from the NCDOT Rail Division, which is being held up due to legal complications with the condemnation of the U-Haul building.

Mr. Eby stated that that when complete the downtown station will provide 11 bus slips, off-street passenger loading, and amenities including restrooms and Wi-Fi. He pointed out that increased passenger safety was a main goal of the acceleration.

Mr. Eby stated that the project began in December, followed shortly by completion and FTA approval of the NEPA document. He noted that demolition began with design in February and was completed earlier this week. He reported that the Neuwirth and Thomas Grocery buildings are now free of hazardous materials.

Mr. Eby gave an overview of some safety concerns with the current 2nd Street location. He then gave an overview of the conceptual design for the new transit center, which underwent initial conceptual review by the City's TRC (Technical Review Committee). He estimated that the project is about 60 to 70 percent designed.

Mr. Eby stated that tomorrow the Cape Fear Public Transportation Authority Board will consider the start of the stabilization process. He anticipated that renovation would begin in the fall and be completed by April of next year. A question/answer and discussion period was held.

Mr. Barfield suggested that the Multi-modal Transportation Center project name continue to be used in order to educate the public as to what's coming.

Ms. Batleman inquired if the City has any plans for improvement of the 4th Street Bridge to accommodate buses that are heavier by several tons than its current rating. Mr. Kozlosky stated that the bridge on the City's inspection plan; but not funded in any capital program.

7. Consent Agenda

a. Approval of WMPO Board Meeting Minutes

The minutes for the Special Meeting of June 15, 2017 and the Regular Meeting of June 28, 2017 were approved unanimously.

b. Opening of the 30-day Public Comment Period for the DRAFT 2018-2027 STIP/MTIP for the Wilmington Urban Area MPO

c. Resolution approving STIP/MTIP Amendment (May)

d. Resolution supporting the submittal of Public Transportation Projects for Prioritization 5.0

e. Resolution supporting the submittal of Aviation Projects for Prioritization 5.0

f. Resolution accepting the Wilmington Rail Re-alignment and Right of Way Use Alternatives Feasibility Study and supporting the Mayor's Task Force recommendation to continue with the development of the project

Mr. Barfield made the motion to approve Consent Agenda Items 7a through 7f.

Ms. Batleman seconded the motion and it carried unanimously.

8. Regular Agenda

a. Resolution supporting the removal of the Military Cutoff Road Multi-use Path (U-5527A) from the STIP/MTIP and to return the funds to the Direct Attributable Fund

Mr. Kozlosky told members that the City was awarded Direct Attributable funds to install a multi-use path on Military Cutoff Road from Drysdale Drive to Eastwood Road, closing the gap at the intersection of Military Cutoff and Eastwood Road. He noted that the

Department of Transportation has a project studying both grade separated and at-grade options at this location. He commented that it's in the best interest of all concerned for the Department to build the path with its intersection improvements. He added that the City has requested that it be removed from the STIP and that the funds be returned to the Direct Attributable program.

Mr. Rivenbark made the motion to approve the Resolution supporting the removal of the Military Cutoff Road Multi-use Path (U-5527A) from the STIP/MTIP and to return the funds to the Direct Attributable Fund. Mr. Anderson seconded the motion and it carried unanimously.

b. Resolution supporting the re-allocation of Direct Attributable funds from the Westgate Drive Multi-use Path (U-5534P) to the Old Fayetteville Road/Town Hall Drive/Village Road Multi-use Path (U-5534J) project

Mr. Kozlosky pointed out that items (8b) and (8c) go together. He reminded members that the Town of Leland was awarded funds for the Westgate Drive Multi-use Path. He noted that the Town is not in a position to proceed with the project and has requested that the funds be transferred to the Old Fayetteville Road/Town Hall Drive/ Village Road Multi-use Path Project, which would require the project be removed from the STIP.

Mr. Anderson made the motion to approve the Resolution supporting the re-allocation of Direct Attributable funds from the Westgate Drive Multi-use Path (U-5534P) to the Old Fayetteville Road/Town Hall Drive/Village Road Multi-use Path (U-5534J) project.

Ms. Swearingen seconded the motion, and it carried unanimously.

c. Resolution supporting the removal of the Westgate Drive Multi-use Path (U-5534P) from the STIP/MTIP

Following further consideration, Mr. Rivenbark made the motion to approve the Resolution supporting the removal of the Westgate Drive Multi-use Path (U-5534P) from the STIP/MTIP. Mr. Anderson seconded the motion, and it carried unanimously.

d. Resolution amending the Wilmington Urban Area Metropolitan Planning Organization's Bylaws

Mr. Kozlosky reminded members that some discussion on this item was held at the Board's last meeting. He noted that the proposed amendments to the Bylaws include the following:

1. Update language to reflect the change in the name from the TAC to the MPO Board approved as part of the Memorandum of Understanding;
2. Change the date of adoption for the meeting calendar from the first meeting of the calendar year to the last meeting prior to the new calendar year; and
3. Identify that each entity will have one (1) alternate member.

Mr. Williams suggested changing the language of the last amendment from "will" to "may" so that the provision would be optional.

Mr. Kozlosky advised that this Item will need to be tabled and brought back with revisions at the Board's next meeting.

Ms. Swearingen made the motion to continue the Resolution amending the Wilmington Urban Area Metropolitan Planning Organization's Bylaws to the Board's August 30, 2017 meeting. Mr. Rivenbark seconded the motion, and it carried unanimously.

9. Discussion

a. Prioritization 5.0 Rail Projects

Mr. Kozlosky reminded members that the list of projects that staff has identified for submission through NCDOT's Prioritization 5.0 process is included in the agenda packet. He noted that these projects were developed utilizing the MPO's long-range transportation plan and also in consultation with the North Carolina Ports Authority and the North Carolina Department of Transportation's Rail Division. He added that this Item would be brought forward for approval at the Board's August meeting.

In response to an inquiry by Mr. Barfield, Mr. Kozlosky stated that the MPO and the City of Wilmington adopted the Traffic Separation Study (TSS), which identified safety improvements and closures.

Mr. Anderson pointed out that closures would not be dead-ends; but have connections.

In response to an inquiry by Mr. Williams, Mr. Batleman pointed out that the second and fourth items on the list include improvements in Brunswick County.

b. Direct Attributable Submittal Form Proposal

Mr. Kozlosky reminded members that one of the recommendations of the SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis for organizational improvements provided by staff to the Board about a year ago was the consolidation of STP-DA and TAP-DA applications into one submittal form. He reminded members that the MPO receives approximately \$3 million on an annual basis for dissemination across submitted projects that have been scored and recommended by staff to the Board. He noted that the application process is initiated in October and recommendations are brought forward in January. He added that training will continue to be provided to project managers on an annual basis.

Ms. Strait introduced the new combined submittal application form proposed for fiscal year 2018 with the usual deadline at the end of November. She gave an overview of staff's proposed changes including a matrix to determine project eligibility. She noted that a section of project preference points has been added at the beginning, and potential disqualifying questions have been moved to the top of the form. She added that the first question would determine if the project is in the MTP (Metropolitan Transportation Plan).

Mr. Kozlosky requested the Board's feedback on aligning projects with goals of the MTP.

Ms. Batleman expressed concerns regarding allocations for studies. Mr. Kozlosky responded that the form was for projects only and that staff would research and return with recommendations to the Board at its next meeting. A question/answer and discussion period was held.

Ms. Strait stated that this is the first time mandatory attendance at project manager training has been included on the application. She noted that the intent was to reward submittals for experienced and credentialed project managers. She added that jurisdictions are encouraged to continue applying for a chance at funding with the ability to earn points for

the number of years a project application has been submitted and not been awarded funds. She noted that projects further along in development with negligible right-of-way or utility impacts would also earn points. Points could also be earned by projects that coordinate with the MPO's Congestion Management Plan (CMP).

Ms. Strait stated that the safety section (#5) has been modified to apply to pedestrian facilities as well. She noted that projects that address safety concerns will be awarded more points than those merely in proximity to a high crash zone. Section #6 is a new section that introduces long-term maintenance and sustainability elements. She noted that the TCC recommended retaining the score from a complex internal formula to help equalize projects for the Board's review.

A lengthy question/answer and discussion period was held. It was the consensus of the Board for staff to research and recommend some criteria for the submission of studies.

Mr. Willis expressed concerns regarding funding for projects from smaller jurisdictions and safety defined solely by the number of crashes.

Following further discussion, Mr. Kozlosky stated that this process provides a way to compare projects and allows staff to make a recommendation based on scoring. He reminded the Board that it makes the final determination.

Mr. Williams pointed out that connectivity could be another criteria for safety. He expressed appreciation to staff and acknowledged the presence of Mr. McComas.

Mr. McComas expressed appreciation and made a few brief comments.

Mr. Kozlosky told members that a final submittal form would be presented for consideration at the Committee's August meeting.

10. Updates

Mr. Williams reminded the Board that updates are included in the agenda packet.

11. Announcements

Mr. Williams stated that the next Bike/Ped Committee meeting will be held on August 20, 2017 and the next WMPO Board meeting will be held on August 30, 2017.

Ms. Batleman requested to be informed of the date of the next concurrence meeting.

Mr. Rivenbark expressed admiration regarding the progress of the walkway over 17th Street.

12. Adjournment

With no further business, the meeting was adjourned at 4:05 p.m.

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.**