

**Wilmington Urban Area
Technical Coordinating Committee
Wednesday, November 15, 2017
Meeting Minutes**

Members Present:

Mike Kozlosky, Wilmington MPO
Don Bennett, City of Wilmington
Adrienne Harrington, Wilmington MPO
Jerry Haire, Town of Carolina Beach
Danielle Villegas, Town of Wrightsville
Beach
Rebekah Roth, New Hanover County
Whitney Prease, Wilmington
International Airport
Stephanie Ayers, NC Ports Authority
John Allen, Town of Bellville

Ashli Barefoot, Town of Leland
Sutton Barnes, Town of Navassa
Helen Bunch, Brunswick County
Craig Harris Pender County
Allen Serkin, Cape Fear
Council of Governments
Alan Pytcher, NCDOT
Division of Highways
Nazia Sarder, NCDOT Planning
Albert Eby, Cape Fear Public
Transportation Authority

1. Call to Order

Mr. Kozlosky called the meeting to order at 10:04 a.m.

2. Approval of Agenda

Mr. Eby made the motion to approve the agenda as presented with no changes.
Ms. Harrington seconded the motion and it carried unanimously.

3. Presentation

a. 2017 Commuter Challenge Results, Adrienne Harrington and Zoe Leonard, WMPO

Ms. Harrington and Ms. Leonard gave a presentation on the results of the 2017 Commuter Challenge. Ms. Harrington reported that this year's event was a success, and introduced Sustainable Transportation Intern, Zoe Leonard.

Ms. Leonard stated that the Challenge took place the last two weeks of October and participation was tracked using a mobile phone app called My Open Road (MOR). She gave an overview of sponsors who contributed 110 prizes, and of the outreach efforts to recruit pledges.

Ms. Harrington aired promotional videos featuring WAVE Transit and the app.

Ms. Leonard stated that outreach efforts drew 1,000 pledges by the end of the Challenge. She noted that last year's event was compromised by Hurricane Matthew. Although this year's weather was good, there were some mileage tracking issues that were compensated for by manual tracking and user support direct from MOR. She added that most participants used the manual entry method of tracking participation.

Ms. Leonard reported that this year's result were more than double those from last year, as follows:

Participants		Pounds of CO ₂ saved		Miles traveled		Number of trips using sustainable transportation	
2016	2017	2016	2017	2016	2017	2016	2017
175	428	16,038	37,389	29,718	63,035	1,878	6,089

Ms. Harrington attributed increased results for the carpool category this year to greater awareness. She added that the promotional video for the bus category is generic enough to continue to promote ridership, which remained constant despite focused promotion. She noted that staff will research other apps to track results; although similar programs nationwide are not using technology yet. She proposed that data collection could follow the same survey model that Bike to Work Week uses.

Ms. Harrington pointed out that results for this year exceeded expectations, and that the expanded contact list will enhance future promotions and outreach efforts. She pointed out that the new telework category will help facilitate conversations with employers. She added that NCDOT's grant is a further enticement for employers to participate. A question/answer and discussion period was held.

In response to an inquiry by Mr. Harris, Ms. Harrington expressed interest in GPS enhanced data. She noted that although the bike share collects this data; MOR lacks the capability.

Ms. Roth expressed concern regarding the limitation of daylight at this time of the year. Ms. Harrington responded that a date earlier in the fall might be compromised by peak hurricane season.

4. Consent Agenda

a. Approval of TCC Meeting Minutes – October 11, 2017

b. Resolution adopting the 2018 Meeting Schedule

c. Resolution supporting the allocation of additional Direct Attributable funds to the Town of Leland for the Old Fayetteville Road Multi-use Path

Ms. Harrington made a motion to approve the entire Consent Agenda and to forward Items 4a and 4c to the Board for consideration. Mr. Bennett seconded the motion and it carried unanimously.

5. Discussion

a. Socio-Economic Data

Ms. Sarder gave a brief presentation regarding Socio-Economic Data. She reminded members that NCDOT is updating the Wilmington 2040 Travel Demand Model to 2045 at the request of the MPO for the next MTP update. She explained that the model will predict various scenarios using proposed plans and policies, and will assist in making informed transportation planning decisions. She reported that data collection is

complete and was sent to the MPO for verification; and that the base or model estimation is currently in progress. She estimated completion of the model by early May, and displayed samples of the data in various Traffic Analysis Zones (TAZ).

Mr. Kozlosky inquired about any interest in a subcommittee of TCC members to review the data with the MPO. Mr. Serkin, Ms. Bunch, Mr. Eby and Ms. Roth volunteered to serve.

Mr. Harris stated that Mr. Breuer might be interested as well. He also expressed some concerns regarding his current staffing challenges.

Mr. Kozlosky stated that he would send out a meeting notice.

Ms. Sarder expressed interest in attending.

b. Direct Attributable Programs

Ms. Kimes gave the Committee an update on the Direct Attributable Programs. She reported that the Board expressed a desire to discuss the TCC's recommendations with respective staff members. She anticipated that the feedback from the Board would be provided with a recommendation from staff at the next TCC meeting.

Mr. Serkin suggested keeping in mind that NCDOT has implemented a new policy for prioritization that requires projects with increased costs of a certain percentage to re-enter the prioritization process.

Mr. Kozlosky agreed and pointed out that it will be necessary to see if the Board wants to continue the annual call for projects or transition to a five-year plan.

In response to an inquiry by Mr. Eby, Mr. Kozlosky stated that staff proposed the development of a five-year plan. He noted that feedback from the Board is expected at its November 29th meeting, which will be shared with the TCC in January.

c. 2018 NCDOT Standards and Specifications

Ms. Kimes stated that NCDOT has provided a 16-page list regarding major changes to its Standards and Specifications, which include current special provisions being included in the spec book only, not the contract, and the discontinuation of the grace period for qualifications. She noted that to be awarded projects bidders must be pre-qualified on the day of the bid. Any lapse would be immediate grounds for disqualification as a nonresponsive bidder. Other changes include those for painted steel structures, and non-skid bike symbols.

Ms. Kimes stated that the statewide changes are effective on January 1, 2018. Any project under design and not let/bid by December 31st must use the new guidelines. She noted that a copy of the list would be distributed to members. A question/answer and discussion period was held.

d. Bike Share

Ms. Harrington stated that a Request for Proposals (RFP) for a potential bike share program to select the best vendor for the region was released by the WMPO with a deadline of today. She requested that a selection committee be formed and that potential participants be educated about the program before the committee is formed. She expressed concern that participants be available to vet all of the proposals. She

noted that the following WMPO Bike and Pedestrian Committee members expressed an interest in participating:

- Karin Mills, City of Wilmington
- Nick Cannon, UNCW
- John Townsend, New Hanover County
- Carol Stein, Pender County

Ms. Harrington inquired if any of the TCC members would be interested in participating. She noted that she reached out to the Go Coast TDM Committee as well. She added that a list of candidates for the Bike Share Subcommittee will be presented at the Board's November 29th MPO meeting.

Mr. Eby stated that Ms. Matheny would be interested in participating.

6. Updates

Mr. Kozlosky stated that the MPO has a GIS Analyst starting November 27th. He added that the Committee would begin receiving updates from the Transportation Planning Division of NCDOT. He reminded members that these and other updates are included in the agenda packet.

7. Announcements

- Next WMPO Bike/Ped Committee meeting: December 12th
- Public Work Session Leland Street Design: Town of Leland, 6:00 p.m., December 4th
- Public Meeting Market Street Access Management Project, C & D (Railroad Tracks to Station Road): College Acres Baptist Church, 5:00 – 7:00 p.m., December 7th
- Next TCC Meeting: January 17th

Mr. Eby stated that the NCDOT Public Transportation Strategic Plan Conference is scheduled tentatively for March 21st 2018 at the Raleigh Convention Center. He noted that the Governor and Secretary Trogon will be in attendance.

8. Adjournment

With no further items, the meeting was adjourned at 10:52 a.m.

**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.**