

**Wilmington Urban Area MPO
Technical Coordinating Committee
Thursday, January 13, 2020
Meeting Minutes**

Members Present (Remotely)

Mike Kozlosky, WMPO Executive Director	Ashli Barefoot, Town of Leland
Rebekah Roth, New Hanover County	Barnes Sutton, Town of Navassa
Denys Vielkanowitz, City of Wilmington	Helen Bunch, Brunswick County
Nick Cannon, MPO Go Coast Program	Sam Shore, Pender County
Ed Parvin, Town of Carolina Beach	Patrick Flanagan, Cape Fear Council of Governments
Mandy Sanders, Town of Kure Beach	Caitlin Marks, Division of Highways, NCDOT
Robert O'Quinn, Town of Wrightsville Beach	Nazia Sarder, Transportation Planning Branch, NCDOT
Granseur Dick, Wilmington International Airport	Vanessa Lacer, Cape Fear Public Transportation Authority
Stephanie Ayers, NC State Ports Authority	
Adrienne Harrington, Town of Belville	

Others Present (Remotely)

Marie Parker, Executive Director, Cape Fear Public Transportation Authority
Abby Lorenzo, WMPO Deputy Director
Marty Little, Long Range Planner, New Hanover County
Regina Hopkins, Senior Accountant, WMPO
Rachel McIntyre, Associate Transportation Planner, WMPO
Zachary Manfredi, Associate Transportation Planner, WMPO

1) Call to Order

WMPO Executive Director Mike Kozlosky called the remote meeting to order at 10:00 a.m., and took a rollcall of members pursuant to Section 4.31 of Senate Bill 704 (Session Law 2020-3), as follows:

Present: Mike Kozlosky, Rebekah Roth, Denys Vielkanowitz, Nick Cannon, Ed Parvin, Mandy Sanders, Robert O'Quinn, Granseur Dick, Stephanie Ayers, Adrienne Harrington, Ashli Barefoot, Helen Bunch, Sam Shore, Patrick Flanagan, Caitlin Marks, Nazia Sarder and Vanessa Lacer.

Absent: Barnes Sutton.

Mr. Parvin commented that Mr. Haire will retire January 31, 2021.

Ms. Lacer acknowledged the presence of the Cape Fear Public Transportation Authority's new Executive Director, Marie Parker. Ms. Parker stated that Ms. Lacer would be the Authority's representative TCC member today.

2) Approval of the Agenda

Ms. Ayers made a motion to approve the agenda as presented. Ms. Bunch seconded the motion and it carried unanimously by rollcall, as follows:

Ayes: Mike Kozlosky, Rebekah Roth, Denys Vielkanowitz, Nick Cannon, Ed Parvin, Mandy Sanders, Robert O'Quinn, Granseur Dick, Stephanie Ayers, Adrienne Harrington, Ashli Barefoot, Helen Bunch, Sam Shore, Patrick Flanagan, Caitlin Marks, Nazia Sarder and Vanessa Lacer.

Nays: None. **Absent:** Barnes Sutton.

3) **Election of Officers**

Mr. Flanagan nominated Mr. Kozlosky as Chairman and Ms. Roth as Vice Chair.

Mr. Kozlosky moved that the nominations be closed and the motion carried unanimously by rollcall as follows:

Ayes: Mike Kozlosky, Rebekah Roth, Denys Vielkanowitz, Nick Cannon, Ed Parvin, Mandy Sanders, Robert O'Quinn, Granseur Dick, Stephanie Ayers, Adrienne Harrington, Ashli Barefoot, Helen Bunch, Sam Shore, Patrick Flanagan, Caitlin Marks, Nazia Sarder and Vanessa Lacer.

Nays: None. **Absent:** Barnes Sutton.

4) **Presentation**

a. **Building Renovations at 525 North 4th Street- Scott A. James, WMPO**

Transportation Planning Engineer Scott A. James gave a presentation on the building renovations at 525 North 4th Street, also known as the Wilmington Multi-modal Transportation Center Phase 1B or the Thomas Grocery building (built circa 1894). He gave an overview of the project, the history of the building, future WMPO office needs and goals, and a status update.

Mr. James described the building's current state as being neglected and needing repairs including replacement of several floor joists, restoration of second floor windows, installation of a fire egress, and removal of the loading dock entrance. He added that preliminary design was completed in November of 2020, and the final design is expected in February. Currently, staff is in the process of seeking easements to lower design costs, and reviewing PS&E (Plans, Specifications and Estimates) to shorten the duration of construction to meet a completion goal of early 2022.

Mr. James stated that the preliminary design estimates did not consider several factors revealed during the discovery portion of the design process. He noted that the current construction estimate of \$2.73 million is more accurate and allows for contingencies such as weather and material costs. He attributed the increase of \$1.45 million to structural elements such as reinforcing steel to support the masonry walls, additional columns to support the second floor, and replacement of the first floor, as well as cleaning and sealing of brick work. Additionally, building code factors necessitated the addition of a second-floor fire escape and enlarging bathrooms to accommodate board room occupancy.

Mr. O'Quinn pointed out that the building is near a local historic district and inquired if renovation was impacted by its proximity. Mr. James stated that although the building is a contributing structure, it is not a historic structure or landmark.

Ms. Lacer expressed concerns regarding the lack of an elevator and inquired about ADA compliance. Mr. James responded that public ADA access requirements will be met by the 4th Street access, entrances to the board room, and the restrooms on the first floor.

5) **Consent Agenda**

a. **Approval of TCC Meeting Minutes- November 12, 2020**

b. **Resolution approving the 2020-2029 STIP/MPO Transportation Improvement Program Amendment #20-5**

c. **Resolution approving the 2020-2029 STIP/MPO Transportation Improvement Program Administrative Modifications #20-7**

- d. **Opening of the 30-day Public Comment Period for the 2020-2029 STIP/MPO TIP Amendments #21-1**
- e. **Resolution adopting the 2020 Congestion Management Process Biennial Report**

Mr. Kozlosky acknowledged that Mr. Sutton has joined the meeting.

Mr. Dick made a motion to approve the Consent Agenda, Items 4a through 4e, as presented, and to forward the items to the MPO Board for consideration. Mr. Parvin seconded the motion, and it carried unanimously by rollcall as follows:

Ayes: Mike Kozlosky, Rebekah Roth, Denys Vielkanowitz, Nick Cannon, Ed Parvin, Mandy Sanders, Robert O'Quinn, Granseur Dick, Stephanie Ayers, Adrienne Harrington, Ashli Barefoot, Barnes Sutton, Helen Bunch, Sam Shore, Patrick Flanagan, Caitlin Marks, Nazia Sarder and Vanessa Lacer. **Nays:** None. **Absent:** None.

6) **Regular Agenda**

a. **Resolution adopting the 2021 Legislative Agenda**

Mr. Kozlosky stated that the legislative agenda has been placed on the regular agenda for consideration due to changes that have been made since the last one. He noted that changes include restoring protections for the MPO that were rescinded with the Map Act by the legislature, transportation funding, and a list of funded and unfunded priorities for which the MPO Board desires to accelerate funding.

Mr. Shore made a motion to adopt the 2021 Legislative Agenda, and to forward it to the MPO Board for consideration. Ms. Harrington seconded the motion, and it carried unanimously by rollcall as follows:

Ayes: Mike Kozlosky, Rebekah Roth, Denys Vielkanowitz, Nick Cannon, Ed Parvin, Mandy Sanders, Robert O'Quinn, Granseur Dick, Stephanie Ayers, Adrienne Harrington, Ashli Barefoot, Barnes Sutton, Helen Bunch, Sam Shore, Patrick Flanagan, Caitlin Marks, Nazia Sarder and Vanessa Lacer. **Nays:** None. **Absent:** None.

7) **Discussion**

a. **2020-2029 STIP/MPO Transportation Improvement Program Administrative Modifications #21-1**

Mr. Kozlosky stated that this item is for informational purposes only and will be brought back for consideration at the next TCC meeting.

b. **Draft FY22 Budget Discussions**

Mr. Kozlosky stated that he distributed a revised draft of the Fiscal Year 2022 Budget yesterday afternoon and that it differs from the item in the agenda packet.

WMPO Senior Accountant Regina Hopkins gave an overview of the revised draft FY22 Budget. She displayed a spreadsheet with several enhancements as follows:

- A change in funding source for the Transportation Demand Management (TDM);
- A decrease in TDM operating budget;
- Six months of operating costs at 525 N. 4th St.;
- Six months of an administrative position;

- 3% cost of living & operations increases (fleet, fuel, general liability, workers compensation);
- Special studies increase of \$90,000

Ms. Hopkins stated that the decreases include the membership share from 50% to 20% for the change in TDM funding, and a decrease of \$23,600 in TDM operations. She noted that the increases include a half year of operating expenses at 525 N. 4th Street (including utilities and services such as HVAC and groundskeeping expenses), as well as one-half year of a full-time staff position to assist with administrative duties at the new building. She explained that an increase of \$90,000 would go to the total cost of \$200,000 for three studies identified in the winter of 2020 as follows:

- Navassa Street Collector Study,
- North Brunswick County Transit Study,
- Kure Beach Bike-Pedestrian Plan.

Mr. Kozlosky commented that he committed to propose a budget to the MPO Board with a minimal to no cost increase. He pointed out that staff has been able to fund the members' requests with only a minimal increase. He requested feedback for the budget that would be brought forward to the Board in January, from which the Unified Planning Work Program (UPWP) would be developed and undergo a 30-day public comment period, followed by consideration for approval by the Board in March. He added that NCDOT gave the MPO some additional time this year based on COVID-19 by extending the deadline to the end of May, for which he expressed appreciation.

There were no comments from the TCC members.

c. **2021-2025 MPO Strategic Business Plan**

Mr. Kozlosky stated that included in the current fiscal year budget is \$10,000 for the development of a strategic business plan. He noted that a scope of services from Fountainworks LLC proposes two virtual strategic planning sessions with the Board and a survey for technical staff and the Board. He added that if the Board approves this item, the MPO will enter into a contract with Fountainworks LLC. He requested that TCC members participate in the survey and provide candid feedback.

8) **Updates**

- Wilmington Urban Area MPO**
- Cape Fear Public Transportation Authority**
- NCDOT Division**
- NCDOT Transportation Planning Division**

Mr. Kozlosky stated that updates are included in the agenda packet. There were no questions regarding the updates.

9) **Announcements**

a. **MPO DA Funded Call for Projects- Due February 5, 2021**

Mr. Kozlosky stated that the Surface Transportation Block Grant-Direct Attributable (STBGP-DA) and Transportation Alternatives Set Aside-Direct Attributable (TASA-DA) call for projects is open and project submittals are due February 5th. He noted that Mr. James is available to answer questions. There were no questions from the committee.

b. **Bike/Pedestrian Committee Meeting – February 9, 2021**

c. **Go Coast TDM Committee Meeting- February 18, 2021**

d. **Next TCC meeting – February 10, 2021**

10) **Adjournment**

Ms. Bunch made a motion to adjourn, seconded by Ms. Harrington, and the motion carried unanimously by rollcall as follows:

Ayes: Mike Kozlosky, Rebekah Roth, Denys Vielkanowitz, Nick Cannon, Ed Parvin, Mandy Sanders, Robert O’Quinn, Granseur Dick, Stephanie Ayers, Adrienne Harrington, Ashli Barefoot, Barnes Sutton, Helen Bunch, Sam Shore, Patrick Flanagan, Caitlin Marks, Nazia Sarder and Vanessa Lacer. **Nays:** None.
Absent: None.

There being no further business, the meeting was adjourned at 10:42 a.m.

THE ABOVE MINUTES ARE NOT A VERBATIM RECORD OF THE PROCEEDINGS.
THE ENTIRE PROCEEDINGS ARE RECORDED DIGITALLY AS PART OF THIS RECORD.