

**Wilmington Urban Area MPO  
Technical Coordinating Committee  
Wednesday, May 12, 2021  
Meeting Minutes**

**Members Present**

Mike Kozlosky, WMPO Executive Director  
Rebekah Roth, New Hanover County  
Nick Cannon, MPO Go Coast Program  
Ed Parvin, Town of Carolina Beach  
Robert O'Quinn, Town of Wrightsville Beach  
Stephanie Ayers, NC State Ports Authority  
Adrienne Harrington, Town of Belville  
Ashli Barefoot, Town of Leland  
Barnes Sutton, Town of Navassa  
Helen Bunch, Brunswick County  
Patrick Flanagan, Cape Fear Council of Governments  
Caitlin Marks, NCDOT Division of Highways  
Nazia Sarder, NCDOT Transportation Planning Branch  
Megan Matheny, Cape Fear Public Transportation Authority

**Others Present**

Abby Lorenzo, WMPO Deputy Director  
Scott James, WMPO Transportation Planning Engineer  
Rachel McIntyre, WMPO Associate Transportation Planner  
Zach Manfredi, WMPO Associate Transportation Planner  
Regina Hopkins, WMPO Senior Accountant  
Marie Parker, Executive Director, Wave Transit  
Marty Little, New Hanover County  
Zachary Bugg, Senior Engineer, Kittelson & Associates  
Cheryl Hannah, Senior Transportation Planner, HDR

**1) Call to Order**

Chairman Mike Kozlosky called to order the remote meeting at 10:00 a.m.

Ms. Lorenzo took a roll call pursuant to Section 4.31 of Senate Bill 704 (Session Law 2020-3). A quorum was present, as follows:

**Present:** Mike Kozlosky, Rebekah Roth, Nick Cannon, Ed Parvin, Robert O'Quinn, Stephanie Ayers, Adrienne Harrington, Ashli Barefoot, Patrick Flanagan, Nazia Sarder and Megan Matheny. **Absent:** Denys Vielkanowitz, Mandy Sanders, Granseur Dick, Barnes Sutton, Helen Bunch, Travis Henley and Caitlin Marks.

**2) Approval of the Agenda**

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

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

**3) Consent Agenda**

- a. Approval of TCC Meeting Minutes – April 14, 2021
- b. Resolution approving the 2020-2029 STIP/MPO TIP Amendments 21-2
- c. Resolution approving the 2020-2029 STIP/MPO TIP Administrative Modifications 21-4
- d. Resolution supporting the allocation of additional Direct Attributable (DA) funding to the Town of Carolina Beach for the Island Greenway (U-5534L)

- e. Resolution supporting the City of Wilmington's application for the North Carolina Department of Transportation for the 2021 Bicycle and Pedestrian Planning Grant Initiative to update Walk Wilmington: A Comprehensive Pedestrian Plan
- f. Resolution endorsing the Draft Prioritization 6.0 Local Input Methodology for Review and Approval by the North Carolina Department of Transportation
- g. Resolution approving Amendment #2 to the FY 20-21 Unified Planning Work Program
- h. Resolution adopting the Re-alignment of On-Road sections of the East Coast Greenway in the Wilmington Urban Area Metropolitan Planning Organization's Boundary
- i. Opening of the 30-day Public Comment Period for 2020-2029 STIP/MPO TIP Amendments #21-3

Ms. Roth requested to pull Item 3a, minutes of the April 14 TCC meeting, from the Consent Agenda.

Mr. Flanagan inquired about the East Coast Greenway item. Ms. Lorenzo stated that the new alignment is an on-road section, moving it away from more heavily traveled arterial corridors to local streets. Once the multi-use paths that are planned for Independence and 17<sup>th</sup> Street are built, it will be moved to that infrastructure.

Ms. Harrington made a motion to approve the Consent Agenda, Items 3b and 3i, as presented, and to forward the items to the MPO Board for consideration. Ms. Barefoot seconded the motion, and it carried unanimously by roll call as follows:

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

Regarding Item 3a, the minutes of the TCC meeting of April 14, 2021, Ms. Roth said that she was present after the roll call following the call to order. Mr. Kozlosky responded that the change would be made. Ms. Roth made a motion to approve the TCC meeting minutes of April 14th, Items 3a, as amended. Mr. Flanagan seconded the motion, and it carried unanimously by roll call as follows:

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

#### 4) Regular Agenda

##### a) Resolution adopting the Cape Fear Public Transportation Authority's Locally Coordinated Public Transportation Plan

Ms. Matheny gave a presentation on the 2021 Locally Coordinated Plan (LCP). She stated that regular updates are required on a four- to five-year basis by the Federal Transit Administration (FTA) to receive Section 5310 grant funds. She explained that these funds support the Wave Connect program for older adults and individuals with disabilities. She noted that the Cape Fear Public Transportation Authority's current LCP was adopted in 2016 and current program activities include outreach and education, travel training, improving access to fixed route bus and DART services, and an annual grant opportunity for transportation providers who serve the target population of the grant.

Ms. Matheny stated that the LCP is required to receive funding to support the programming and is essential as it directs activities over the next five-year planning horizon. Implemented through the Wave Connect Program, the plan functions as a tool to direct limited 5310 funds toward areas of highest need.

Ms. Matheny stated that the plan meets the three elements required by the FTA: identification of available services, an assessment of transportation needs, and a discussion of strategies, prioritization, and implementation. Data was collected from October 2020 to February 2021 in the form of a community survey, focus groups, stakeholder interviews, and a town hall event. Due to the COVID-19 pandemic, all activities were conducted virtually to address safety concerns. Despite the state-mandated restrictions for public gatherings, she commented that the Authority was pleased with the number of responses received (350) and the percentage of those who self-identified with the target population (76%).

Ms. Matheny stated that a total of 14 themes were identified and ranked per data collection methods and analyzed to prioritize the need overall. Only themes prioritized by two or more data collection methods were included in the final prioritization. The ranked themes were used to determine priority instead of the full list of needs to weigh each data collection method equally. Across all data collection methods, eight themes emerged as top priorities as follow in order of diminishing priority:

1. Pedestrian and bus stop improvements
2. Improvements in customer service
3. Increased marketing and education on transportation services
4. ADA improvements
5. Increased service offerings
6. Different service offerings
7. More frequent service
8. More benches and shelters at bus stops (passenger amenities)

Ms. Matheny said that the list was further streamlined and that two strategies were developed to address gaps between current services and the needs of the first six priorities. A mobility management program addresses the first four priorities, and a community grant addresses the fifth and sixth priorities. She noted that the next step will be to present the draft LCP to both boards (WMPO Board, TCC, CAC and the Authority Board) in May for consideration and adoption. In June after adoption, implementation will begin through the Wave Connect Program. Revisions to the LCP will be due in May 2025.

Mr. Cannon requested an example of pedestrian and bus stop improvements compared to passenger amenities. Ms. Matheny responded that the top priority refers to access.

Ms. Roth inquired about the difference between access and ADA improvements. Wave Transit Executive Director Marie Parker responded that the ADA improvements are specific to curb cutouts, etc., and pedestrian improvements include lighting and sidewalks.

Mr. Kozlosky inquired if there would be any change to the allocation of resources. He pointed out that traditionally funds have gone to New Hanover County for the Senior Center, and Brunswick County for the Leland Center. Ms. Matheny responded that the allocation would

stay the same according to FTA requirements with a percentage of 5310 grant funds being allocated to traditional projects. She added that Wave has maximized non-traditional projects.

Mr. Parvin made a motion to approve the Locally Coordinated Plan and to recommend it to the MPO Board. Mr. Cannon seconded the motion, and it carried unanimously by roll call as follows:

**Ayes:** Mike Kozlosky, Rebekah Roth, Nick Cannon, Ed Parvin, Robert O'Quinn, Stephanie Ayers, Adrienne Harrington, Ashli Barefoot, Patrick Flanagan, Nazia Sarder and Megan Matheny.

**Nays:** None. **Absent:** Denys Vielkanowitz, Mandy Sanders, Granseur Dick, Barnes Sutton, Helen Bunch, Travis Henley and Caitlin Marks.

**b) Resolution supporting the Completion of a Feasibility Study to Evaluate Potential Solutions for an Improved Bicycle and Pedestrian Crossing on College Road in the vicinity of the University of North Carolina- Wilmington**

Mr. Kozlosky stated that there have been ongoing discussions for several years regarding an improved crossing on College Road in the vicinity of UNCW. In 2013, there were discussions with UNCW about providing a pedestrian overpass, which did not come to fruition. The MPO, City of Wilmington, Department of Transportation (DOT), and UNCW have met to discuss some potential solutions. DOT proposed a feasibility study to evaluate a pedestrian bridge, a tunnel or other options that would help to address safety along the corridor. This resolution will support the department's efforts to complete a feasibility study.

Ms. Roth made a motion to approve support for a feasibility study. Ms. Harrington seconded the motion, and it carried unanimously by roll call as follows:

**Ayes:** Mike Kozlosky, Rebekah Roth, Nick Cannon, Ed Parvin, Robert O'Quinn, Stephanie Ayers, Adrienne Harrington, Ashli Barefoot, Patrick Flanagan, Nazia Sarder and Megan Matheny.

**Nays:** None. **Absent:** Denys Vielkanowitz, Mandy Sanders, Granseur Dick, Barnes Sutton, Helen Bunch, Travis Henley and Caitlin Marks.

**c) Resolution adopting the Coronavirus Response and Relief Supplemental Appropriations Act (COVID-19 Direct Attributable) Project Submittal Guide and Competitive Process**

Transportation Planning Engineer Scott A. James stated that this is a continuing conversation regarding funding from the 2021 Supplemental Appropriations Act, which was signed into law in December 2020. He noted that the legislation allocated \$1,133,044 to the Wilmington MPO, funds which are available for up to 100% of qualifying costs at the recommendation of the TCC and the approval of the MPO Board. In addition, staff proposed to modify the current methodology for scoring projects for Direct Attributable (DA) funds to remove points awarded for the local match, include a metric to document hardships linked to the COVID-19 pandemic or related event, and to distinguish between an existing project and a new project.

Mr. James stated that at the May 28<sup>th</sup> MPO Board meeting, the Board supported these changes and recommended that a tiebreaker be included. The changes include the following:

- Increase the total point score from 83 to 100
- Add a metric for the COVID pandemic (20 points)
- Remove local match, local project manager training, and capacity reduction metrics

- Reduce review period for reported crashes on the network from five years to three years
- Add tiebreaker metrics:
  1. Prioritize existing project over a new project
  2. Project readiness to construction
  3. Overall project cost

Mr. James stated that the changes have been incorporated into the draft supplemental guidelines included in the agenda packet, which will be presented to the MPO Board for consideration at the end of this month.

In response to an inquiry by Ms. Roth, Mr. James said that the review period for crashes was reduced to minimize the level of data collection required for an application. He noted that three years is the minimum time for reporting a pattern.

Ms. Roth expressed concerns regarding the impact to crash patterns of the COVID-19 pandemic. She noted that five years might be better for identifying crash patterns outside the pandemic. Mr. Kozlosky suggested modifying the guidelines to consider data from calendar years 2017 through 2019.

Mr. Cannon made a motion to approve the project submittal guide and competitive process as amended, and to forward it to the Board for consideration. Ms. Roth seconded the motion, and it carried unanimously by roll call as follows:

**Ayes:** Mike Kozlosky, Rebekah Roth, Nick Cannon, Ed Parvin, Robert O’Quinn, Stephanie Ayers, Adrienne Harrington, Ashli Barefoot, Patrick Flanagan, Nazia Sarder and Megan Matheny.

**Nays:** None. **Absent:** Denys Vielkanowitz, Mandy Sanders, Granseur Dick, Barnes Sutton, Helen Bunch, Travis Henley and Caitlin Marks.

5) **Discussion**

a) **2020-2029 STIP/MPO Transportation Improvement Program Administrative Modifications #21-5**

Mr. Kozlosky stated that this item is for information purposes only, to be brought back for consideration at the next meeting.

b) **Northern Brunswick Bicycling Event**

Mr. Cannon said that staff from the Town of Navassa approached the MPO to request assistance in coordinating a group bike ride event in Brunswick County. He noted that the event is envisioned to feature some of the cultural and historical sites in Brunswick County as well as to promote bicycle and pedestrian infrastructure improvements in the area. He added that the route is proposed to start at Phoenix Park and end at Belville River Park for a total one-way distance of eight miles.

Mr. Cannon stated that he and Ms. Lorenzo met with NCDOT to discuss the highly trafficked and high-speed route. However, no safer alternative was found. He noted that each of the jurisdictions and their respective law enforcement agencies have offered support and guidance for the inaugural event and a meeting is planned with these stakeholders. The event is anticipated to be held in the fall and to be limited to cyclists age 16 and older.

In response to an inquiry by Ms. Matheny, Mr. Cannon said the date has not been set yet but is anticipated to be in September so as not to conflict with the River to Sea Bike Ride in October.

c) **Resuming In-Person Meetings**

Mr. Kozlosky stated that the MPO Board has indicated a willingness to begin meeting in person in May. He pointed out that important discussions may be missed when not meeting in one room. He suggested that the TCC begin to convene in-person in June or July.

Ms. Matheny inquired about the meeting location. Mr. Kozlosky noted that the location is under consideration. He commented that he would prefer to meet in person.

Ms. Harrington, Ms. Ayers, and Ms. Sarder expressed interest in continuing the remote option.

Mr. Kozlosky commented that he anticipates some change from the state on June 1<sup>st</sup>. He said that in-person meetings would resume in July with an option to attend remotely.

6) **Updates**

- a. **Wilmington Urban Area MPO**
- b. **Cape Fear Public Transportation Authority**
- c. **NCDOT Division**
- d. **NCDOT Transportation Planning Division**

Mr. Kozlosky stated that the updates are included in the agenda packet.

Regarding the Cape Fear Public Transportation Authority update, Ms. Matheny stated that the Wilmington City Council voted to postpone the system redesign until at least July 1, 2022. She noted that Wave published a formal solicitation for micro-transit planning and software services, within which incorporated three projects and scopes of work. She added that the solicitation has since been revised to only incorporate one scope of work for a regional micro-transit initiative. She reiterated that the Authority-based micro-transit program and system redesign slated for August 15, 2021 has officially been postponed.

7) **Announcements**

- a. **Go Coast TDM Committee Meeting – May 20, 2021**
- b. **Next TCC meeting – June 16, 2021 (remote)**

8) **Adjournment**

There being no further business, Mr. Kozlosky moved to adjourn. Ms. Lorenzo called the roll as follows:

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

The meeting was adjourned at 10:58 a.m.

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