

**MINUTES
WINSTON-SALEM URBAN AREA
TRANSPORTATION ADVISORY COMMITTEE (TAC)
FEBRUARY 21, 2008
4:15 P.M.
FIFTH FLOOR, PUBLIC MEETING ROOM,
BRYCE A. STUART MUNICIPAL BUILDING**

MEMBERS PRESENT:

Margaret Bessette, City-County Planning Board, TAC Secretary
Billy Joe Kepley, Commissioner, Davidson County
Richard Linville, Commissioner, Forsyth County
Dan Besse, Council Member, City of Winston-Salem
John Bost, Mayor, Village of Clemmons
Bobby Knight, Commissioner, Davie County
Robert Clark, Council Member, City of Winston-Salem, Alternate
Willa Lash, Mayor Pro Temp, Town of Bethania
Kevin Bugg, Town of Kernersville, Alternate
Mike Horn, Council Member, Town of Lewisville
Randy Mendenhall, Mayor Pro Temp, Town of Walkertown, Alternate

PRESIDING: Mayor Larry Williams, Town of Rural Hall

STAFF PRESENT:

Stan Polanis, WSDOT
Lynda Schwan, CCPB
Greg Errett, WSDOT
Wendy Miller, WSDOT
Lakesha Dunbar, WSDOT
Tyrelle Evans, WSDOT
Kevin Edwards, WSDOT
Fred Haith, WSDOT
Curtis Swisher, Manager, Town of Kernersville
Andy Bailey, NCDOT, Transportation Planning Branch
Wayne Davis, NCDOT, Transportation Planning Branch

RECORDING SECRETARY: Laura Whitaker, WSDOT

Chairman Williams recognized Curtis Swisher and presented him with a Certificate of Appreciation.

Stan Polanis introduced Andy Bailey the New Winston-Salem Urban Area MPO Coordinator, NCDOT Transportation Planning Branch. Stan Polanis further stated that Wayne Davis with the NCDOT Transportation Planning Branch was also present.

Chairman Williams welcomed the new TAC members: Randy Mendenhall and Kevin Bugg.

Action Items

2. Consideration of the January 29, 2008 Meeting Minutes

MOTION: Robert Clark moved approval.

SECOND: Mike Horn

VOTE:

FOR: Unanimous

AGAINST: None

Margaret Bessette stated that there is an additional item to add to the agenda. Robert Clark made a motion for that item to be added. The motion was duly seconded by Kevin Bugg and unanimously carried.

3. Consideration of Resolution Rescinding February 21, 2008 Deadline for Execution of Revised MOU

- a. Review of Additional Amendments to the Memorandum of Understanding (MOU)

Presented by Margaret Bessette.

In November, the TAC established today as the deadline for all governments to approve execution of the revised MOU. Most local government members took that action, but unfortunately, as I told you at the last meeting, we got notice from NCDOT right before the January TAC meeting, that there were additional changes we needed to make in our MOU for State staff to be able to recommend that the Secretary of Transportation execute the MOU, making the deadline moot. I have provided in your meeting packet a copy of the MOU with the current proposed revisions. The State's revisions as of January 28 are shown in blue. MPO staff's comments and/or alternate revisions as of February 7 are shown in red. I'd appreciate comments or questions, if you have them. I'll be sending them to the State in the next couple of days. MPO staff hopes to complete discussion with the State and bring a revised MOU to the TAC for consideration at the March meeting; however, MPO staff will not bring a document to the TAC for consideration until we are certain it is a document that State staff will recommend that the Secretary of Transportation sign. As part of the adoption of the revised MOU, the TAC will need to establish a new deadline by which all units of local government are to execute the revised MOU. The attached resolution rescinds the previously adopted February 21, 2008 deadline for execution of the revised MOU by local government members.

MOTION: Robert Clark moved approval.

SECOND: John Bost

VOTE:

FOR: Unanimous

AGAINST: None

4. Consideration of an Amendment to the Fiscal Year 2007-2008 Unified Planning Work Program (UPWP)

Presented by Greg Errett.

- In February, 2007, the TAC approved the amended MOA that governs the development, maintenance and usage of the Piedmont Triad Regional Travel Demand Model.
- PART, as the primary model custodian for the Triad, developed a modeling work program for Fiscal Year 2007-2008 based on the MOA.
- The work program included several major work tasks, many of which required the MPOs to pay their fair share of the costs.
- One of these tasks was to conduct a home interview survey.
- The Winston-Salem Area MPO's share of the survey cost was approximately \$173,000.
- Given the high cost of the survey, staff decided to pay for the survey and other tasks over the course of two fiscal years at approximately \$100,000 per year.
- In December 2007, staff learned that the actual cost of the survey would be significantly higher and would require the Winston-Salem Urban Area MPO to pay \$213,675 as its fair share.
- The NCDOT has informed staff that they have already deducted this amount from the available Section 104 (f) transportation planning funds.
- Therefore, the plan to pay for the survey over two years was changed, and now are required to pay for the entire amount this fiscal year.

A brief discussion ensued regarding the additional cost of the survey.

MOTION: Robert Clark moved approval.

SECOND: Willa Lash

VOTE:

FOR: Unanimous

AGAINST: None

Additional Item: Consideration for the TAC to submit a formal request to the Governor of North Carolina to designate the City of Winston-Salem as the recipient of the urbanized area JARC and New Freedom funds.

Presented by Tyrelle Evans.

- At the January 29, 2008 meeting, the TAC approved the resolution to designate the Winston-Salem Urban Area MPO as recipient for federal JARC and New Freedom Program Funds.
- The Federal Transit Administration advises the City of Winston-Salem be the designated recipient, since the city is currently a FTA grantee.
- This approach will streamline the process for obligating FY 2006 funds prior to the lapse date in September 2008.

MOTION: Kevin Bugg moved approval.

SECOND: Robert Clark

VOTE:

FOR: Unanimous

AGAINST: None

Information Items

5. Review the Draft Fiscal Year 2008-2009 UPWP and Draft Five Year Planning Calendar

Presented by Greg Errett.

- A summary of the Winston-Salem Urban Area Draft Fiscal Year 2008-2009 Unified Planning Work Program was handed out.
 - \$108,000 in SPR funds will pay salaries for NCDOT Transportation Planning Branch Staff.
 - \$467,000 in Section 104 (f) funds will pay for transportation planning staff salaries and operations.
 - \$103,600 in FTA Section 5303 funds will pay for transit planning staff salaries and operations.
 - \$200,000 in STP-DA funds will pay for small transportation planning and engineering studies.
 - MPO requested projects from the Town of Kernersville include Upper Kerners Mill Creek Greenway study and Old Winston Road/South Main Street intersection improvement study.
 - MPO requested projects from the Village of Clemmons include average daily counts/intersection turning movement counts, Peace Haven Road/Harper Road intersection improvement study and Village Transportation Plan financial assistance.
 - MPO requested project from the City-County Planning Board is a Forsyth County Architectural Survey.
 - Major MPO work tasks include complete the 2035 Transportation Plan and Air Quality Conformity Analysis Determination; develop CTP Street and Highway Plan, Bicycle, Sidewalk and Pedestrian Facilities Plan, Public Transportation Plan; Thoroughfare Plan and Technical Report Conversion to CTP; 2009 Transportation Needs Report; TransCad Travel Demand Modeling Training and Use; National Household Travel Survey; Greenway Plan Update and Feasibility Studies; Implement Bicycle, Greenway and Sidewalk Projects; Complete Northern Beltway Official Corridor Protection Maps; Assist NCDOT with Planning/Implementation of US 52 Interim Improvement Plan; Completion of the Salem Creek Connector EA and the MLK Jr. Drive Extension Feasibility Study.
 - Draft UPWP Due to NCDOT on February 29, 2008.
 - Get Comments back from NCDOT in March, 2008.
 - TCC/TAC adoption on March 20, 2008.
 - Final UPWP Due to NCDOT and Federal Agencies by April 25, 2008.
 - Five year calendar review.
- 6. Review of the Draft Certification of the Winston-Salem Urban Area MPO Transportation Planning Process**

Presented by Greg Errett.

- The State and the MPO shall annually certify to the FHWA and the FTA that the planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable requirements.
 - In addition, the Winston-Salem Urban Area MPO Self Certification Checklist should help guide the MPO as they review their process and programs for self certification.
- 7. Update of the 2035 Transportation Plan/Air Quality Conformity Determination Planning Process**

Presented by Wendy Miller.

- In early February, staff met to review the FHWA's checklist for SAFETEA-LU requirements for the LRTP and incorporated several items into the planning process. We will be sending portions of the plan to FHWA for review prior to the draft LRTP being issued for public review in June.
- During the monthly Interagency Consultation with our regional partners, we reviewed the schedules and timelines for completion of the LRTP and AQ Conformity Document.
- The LRTP and AQ Conformity Document, as well as the MTIP, will be ready for release to the public by May 30, 2008.
- Public review and comment on the documents will be held through early July.
- Adoption of the documents will be at the July 17, 2008 TAC meeting.
- In mid-February, Greensboro held a public review drop-in to show the public initial mapping for their LRTP.
- We are doing a similar event on March 13, 2008 at the Gateway YWCA on Main Street from 10:00 a.m. until 8:00 p.m.
- We will be displaying the LRTP mapping of the Street and Highway projects, Bicycle and Pedestrian projects and the Environmental Justice, Cultural and Environmental impacts.
- Also we will have available the Draft Comprehensive Transportation Plan (CTP) and the Draft Metropolitan Transportation Improvement Program (MTIP).
- In addition to the public drop in meeting, we are developing other public involvement strategies for the LRTP process.

8. Review of the Draft Comprehensive Transportation Plan Maps

Presented by Kevin Edwards.

- The Draft CTP Maps replaced the Thoroughfare Plan Map.
- The categories are basically the same from the CTP versus the Thoroughfare Plan.
- A noticeable difference is the boulevard category.
- The definition of boulevard is basically any road with 2 or more lanes, with a divided median with limited access.
- Another noticeable difference is the separation of the freeway and expressway categories.
- The CTP rests on the roads proposed future usage.
- The CTP is the conversion from the Thoroughfare Plan.

Kevin Edwards responded to Dan Besse's question stating that freeways are defined by the presence of a continuous median, no signalization and spacing issues.

9. Bicycle and Pedestrian Facilities Planning Report

Presented by Lynda Schwan.

Lynda distributed a list of STP-DA funded Bicycle and Pedestrian Projects 2006 – 2010.

Greenway Updates:

- The Bicycle and Pedestrian Division of NCDOT came to WS on January 30th to review on-going greenway projects.
- Muddy Creek (Phase I to Jefferson Elementary School) - Designs are underway to connect the greenway to Jefferson Elementary School.
- Salem Creek (Southeast Gateway) - New sidewalks with 5 foot planting strip are being installed along Salem Avenue at Broad Street.

- Piedmont Regional Greenway - Work is continuing on our beaver re-location program.
- Mountains to Sea Trail (Hand out provided) - will be coming back in March with a resolution for support of the two routes through the MPO.

CMAQ/STP-DA funds:

- Carver School and Peace Haven Road - still waiting for the NCDOT to give authorization to award the bid for Carver School and Peace Haven. Requested authorization to award on November 27, 2007. Must get approval from the Feds and then send us a letter. We call them every few weeks to check on the status.

Robert Clark requested information on whom to contact at NCDOT to expedite the needed authorization for the Carver School and Peace Haven Road project.

Chairman Williams requested information on how to resolve issues with the Carver School Road and Peace Haven Road project.

10. Update on STP-DA Funded Intersection and Traffic Signal System Improvements

Presented by Lakesha Dunbar.

- This is update on the first call for intersection improves projects held in 2006.
- The annual approved allocation is \$300,000 which includes the required 20% local match.
- A total of 16 projects were submitted for consideration.
- The total request in dollars was \$1,889,784.
- The jurisdictions included Kernersville, Lewisville, Rural Hall, Walkertown and Winston-Salem.
- Committee members met to determine a project selection process.
- The ranking criteria for projects selected included safety issues, capacity, right-of-way obtainment, level of design and preparation, constructability, supplemental funding sources and cost.
- A list of the 2006-2007 projects are: imprinted crosswalks at the Broad Street and Highway 65 intersection in Rural Hall, Install a traffic signal at 8th Street and Cherry Street in Winston-Salem, eliminate island allowing right turns from Patterson Avenue onto University Parkway in Winston-Salem, Add left turn lane for eastbound traffic at NC 66 and US 311 in Walkertown, install signal at eastbound ramp at Bolton Street and Silas Creek Parkway in Winston-Salem, imprinted school crossing crosswalk at Broad Street and Washington Street in Rural Hall and left turn bays on Martin Luther King, Jr. Drive at Highland Avenue and Carl Russell Boulevard in Winston-Salem.
- A list of 2007-2008 projects are: provide a center turn lane for left turns onto Glennwood Road from southbound Union Cross Road in Kernersville and eliminate lane drop by providing a through lane for northbound traffic on South Main Street in Kernersville.
- A 2008-2009 project is the roundabout at Williams Road and Shallowford Road in Lewisville.
- Projects that were not funded are: add a third lane to provide a left turn lane coming out of school at Darrow Road South and NC 66 due to right-of-way constraints, upgrade all signals with the Winston-Salem City Limits due to funding covered my TIP, add left turn lane for east bound NC 66 due to developer will construct.
- Projects that were tabled are: Provide a center turn lane on West Mountain Street for traffic traveling east to turn left onto Weslo Drive, increase to three lanes to provide for left turn lanes

for both south and north bound traffic on Darrow/Old Belews Creek Road and protected turn light for NC 66 east bound traffic onto Main Street.

- Deadline for second call for projects is March 14, 2008 at 5 pm.
- Requirements to request a project will be a local match of 20%, right-of-way certification and letter of municipal support.
- Requirements for funded projects will be an executed municipal agreement, plans and cost estimates, right-of-way certification, categorical exclusion form, NCDOT Division and NCDOT Raleigh review.

11. Review of the Draft Fiscal Year 2009-2015 State Transportation Improvement Program (STIP) and Air Quality Conformity Determination Process

a. Review of Candidate Projects Using STP-DA Funds

Presented by Fred Haith.

- Fred distributed an information sheet on un-programmed STP-DA funds currently available for MPO allocations.
- As a Transportation Management Area, the MPO has the authority to direct available Federal Highway Program STP-DA funds.
- STP-DA is subject to the provision of matching funds from the chief project sponsor with a 20% match.
- NCDOT reports that approximately \$5,826,000 in federal STP-DA funds is currently available to the MPO for allocation.
- The proposed action to direct these funds is based on a review of funding categories developed by the WSDOT and new categories and projects developed by the TCC/TAC or additions to the existing category structure.
- Possible intersection improvement projects include Hickory Tree Road intersection improvements; install a traffic signal at the intersection of Jonestown Road and Griffith Road and US 421 roundabouts at Peace Haven Road.
- Possible bicycle and pedestrian projects include pedestrian bridges and various sidewalk projects.
- Possible greenway projects include Salem Creek South and Linville Road crossing and piedmont regional.
- Possible various improvement projects include University Parkway Corridor enhancements (US 52 to Business 40) and upgrading noise barriers along the Winston-Salem Northern Beltway.
- The TAC and TCC comment period will be from February 21 – March 5, 2008.
- NCDOT will meet to discuss the STIP and un-programmed STP-DA federal dollars on March 10, 2008.
- TAC and TCC will be updated on March 20, 2008.
- TAC and TCC adoption of recommended allocation of un-programmed STP-DA federal dollars will be May 15, 2008.
- Please submit any written comments to:
 - Attention “Un-programmed STP-DA Federal Dollars”
 - City of Winston-Salem Department of Transportation
 - P.O. Box 2511
 - Winston-Salem, NC 27102-2511
- Items may also be submitted via fax at 336-747-3370 or by email to fredrickh@cityofws.org.

A discussion ensued regarding the possible need to form a taskforce to develop project list and prioritize that list for staff.

Chairman Williams requested staff notify Davidson County, due to not being represented at the meeting, regarding the available funds.

12. NCDOT Division 9 Report

Presented by Stan Polanis

- A NCDOT Transportation Update report was distributed.
- Only new transportation update is the Record of Decision was received for the Winston-Salem Northern Beltway.

13. Forsyth County Environmental Affairs Department Air Quality Report

No report presented.

14. Public Transportation Planning Report

Presented by Tyrelle Evans.

- At the last TCC/TAC meeting, the draft Public Transportation-Human Service Coordination Plan was distributed for review.
- The plan was made available to all stakeholders and posted on the city website for public review beginning January 31 and written comments will be due by March 3rd.
- Anticipate final approval of the plan at the March TAC meeting pending public comments.
- There has been no comment to date.
- Solicitation for applications for JARC or New Freedom projects will begin after final approval of the plan.

15. Review of Calendar of Activities

Presented by Greg Errett.

- Greg distributed a revised calendar of activities.
- NCDOT One-on-One meeting with NCDOT on the Draft STIP will be held at the Division 9 office on March 10 at 8:30 am.
- Next TAC meeting will be March 20, 2008.

16. Other Business/Next Meeting

ADJOURNMENT 5:48 p.m.