

**MINUTES
WINSTON-SALEM URBAN AREA
TECHNICAL COORDINATING COMMITTEE (TCC)
MARCH 29, 2007
2:00 P.M.
2nd FLOOR CONFERENCE ROOM,
BRYCE A. STUART MUNICIPAL BUILDING**

MEMBERS PRESENT:

Greg Errett, WSDOT
Pat Ivey, NCDOT
Margaret Bessette, CCPB
Cary Gentry, FCEAD
Russell Byrd, City of Winston-Salem Engineering, Alternate
Gary Looper, Village of Clemmons
James Upchurch, NCDOT
Pat Ivey, NCDOT
Pam Hawley, NCDOT
Billy McHone, Village of Tobaccoville
Brian Ulrich, Town of Kernersville
Scott Barrow, City of King
Scott Leonard, Davidson County
Tyrelle Evans, WSTA, Alternate
Glynis Jordan, CCPB, Alternate

PRESIDING: Stan Polanis, Chairman; WSDOT

STAFF PRESENT:

Wendy Miller, WSDOT
Lakesha Dunbar, WSDOT
Kevin Edwards, WSDOT
Fred Haith, WSDOT
Mike Koivisto, Recreation and Parks

RECORDING SECRETARY: Laura Whitaker, WSDOT

Action Items

1. Consideration of the February 15, 2007 Meeting Minutes

MOTION: Pat Ivey moved for approval of the minutes.

SECOND: Russell Byrd

VOTE:

FOR: Unanimous

AGAINST: None

2. Consideration of an Amendment to the Fiscal Year 2006-2012 Metropolitan Transportation Improvement Program (MTIP) on the Phasing of the Muddy Creek Greenway

Presented by Lakesha Dunbar.

- On May 18, 2006 the TAC approved the recommendations of the amendment to the MTIP to include the projects for bike lane striping, bike route signs, bike racks and construction of the Muddy Creek greenway from Country Club Road to Phillips Bridge Road and a sidewalk on Addison Avenue from New Walkertown Road to 12th Street.
- Due to issues with right-of-way acquisition, the Muddy Creek Greenway from Country Club Road to Phillips Bridge Road cannot be constructed within the municipal agreement's time frame.
- Staff is recommending switching funding to complete the Muddy Creek greenway from the existing constructed portion north to Robinhood Road.
- The total amount of funding for this portion of the Muddy Creek project will remain at \$242,000 including the City's local match of \$48,400.
- The Recreation and Parks Department has appropriated funding for the local match.

MOTION: Pat Ivey moved for approval.

SECOND: Russell Byrd

VOTE:

FOR: Unanimous

AGAINST: None

3. Consideration of Two Resolutions Approving the

- a) Winston-Salem Urban Area Air Quality Conformity Determination Report for the Fiscal Year 2007-2013 MTIP

Presented by Fred Haith.

- Mr. Haith distributed an excerpt from the State TIP related to the Salem Creek Connector and copies of comments from the March 6 MTIP and Air Quality Public Information Session.
- The Salem Creek Connector is now completely funded, in the previous version of the MTIP a portion of the connector's construction aspect was not funded.
- The MTIP Public Comment Period was held from February 22, 2007 to March 23, 2007.
- The MTIP comment period was advertised in local newspapers and on the City's web page. E-mail notices were sent to various contacts, including neighborhood organizations.
- The MTIP documents were available for review online at www.cityofws.org, public libraries in Forsyth County and King, each municipal town hall, the North Carolina Department of Transportation Division 9 office and the City of Winston-Salem Department of Transportation.
- The Public Information Session for the MTIP and the Triad Regional Air Quality Conformity Determination Report was held on March 6, 2007.
- Eight people attended the session.
- The majority of the concerns were greenway related.
- The comments collected during the session have been distributed to the proper departments for careful analysis.

MOTION: Russell Byrd moved for approval.

SECOND: James Upchurch

VOTE:

FOR: Unanimous

AGAINST: None

b) Winston-Salem Urban Area Fiscal Year 2007-2013 MTIP

Presented by Fred Haith.

MOTION: Russell Byrd moved for approval.

SECOND: Pat Ivey

VOTE:

FOR: Unanimous

AGAINST: None

4. Consideration of the Fiscal Year 2007-2008 Unified Planning Work Program

Presented by Greg Errett.

- Each year the Winston-Salem Urban Area MPO is required to develop and approve a UPWP for transportation planning.
- The UPWP identifies what transportation planning projects and work tasks will be completed during the fiscal year and the amount of the Federal and State highway and transit planning funds that will be used to complete the work, plus the required local matches.
- The UPWP for Fiscal Year 2007-2008 was distributed.
- The UPWP consists of three major parts: Table 1 is the Funding Sources Table, Table 2 is the Narrative Task Table and Table 3 outlines anticipated DBE contracting opportunities for FY 2007-08.
- Some of the most important projects in the UPWP will be to develop the 2035 housing, employment and population projections from the MPO; to complete the 2035 Winston-Salem Urban Area Transportation Plan and to review criteria and analyze candidate projects for the 2007 Transportation Needs Report.
- The final UPWP is due to the NCDOT-PTD and the FTA on April 27, 2007.

MOTION: Margaret Bessette moved for approval.

SECOND: Russell Byrd

VOTE:

FOR: Unanimous

AGAINST: None

5. Consideration of a Resolution Certifying of the Winston-Salem Urban Area MPO Transportation Planning Process

Presented by Greg Errett.

- The TEA-21 and the SAFETEA-LU requires the NCDOT and all MPOs to annually certify to the FHWA and the FTA that their transportation planning processes are addressing the major issues of the urban areas and is being conducted in accordance with all applicable provisions of federal law.
- To guide this self certification process, NCDOT has provided the distributed checklist.
- Staff has reviewed the checklist and believes the Winston-Salem Urban Area MPO is in compliance with all federal laws governing transportation planning.

- In 2004, the FHWA and TRA conducted a formal review of the Winston-Salem Urban Area MPO's transportation planning process and found that the process is being carried out in substantial compliance with the applicable provisions of 23 U.S.C. 134 and 49 U.S.C. 5304.
- A summary report of the joint certification review was presented to the Winston-Salem Urban Area TCC and TAC in November, 2004.
- The report declares that the MPO's transportation planning process is certified for a period of three years, through February 2008.
- Another federal review is scheduled by September – October 2008.

MOTION: Russell Byrd moved for approval.

SECOND: Gary Looper

VOTE:

FOR: Unanimous

AGAINST: None

6. Consideration of the Requirement that Municipalities and Counties to Contribute to the Local Match for Transportation Planning (Section 104 (f) (PL) Funds) and Supplemental Planning Projects (STP-DA Funds)

Presented by Margaret Bessette.

- The MPO is responsible for cooperatively developing and directing a continuous, comprehensive transportation process for the Winston-Salem Urbanized Area.
- The primary source of funding for general planning efforts is Transportation Planning Funds (often referred to as "PL Funds") from the FHWA.
- The MPO must provide a 20% match for these funds.
- Historically, the local match has been covered 50/50 by the City of Winston-Salem and Forsyth County.
- However, since the planning area has been expanded to include areas outside of Forsyth County, staff believes it is fair and appropriate that other jurisdictions in the planning area assume responsibility for payment of a portion of the required local match.
- MPO staff proposes that starting with FY 2007-08, beginning July 1, 2007, the required match for general planning be apportioned to the City of Winston-Salem and to the member counties based on population as of the most recent census.
- Allocation to the counties is proposed for consistency with the past practice of Forsyth County covering match for outlying municipalities in Forsyth County.
- Other counties could choose to re-coop the match funds from the municipalities within their jurisdictions.
- The amount of required local match varies from year to year, dependent on the funding provided by FHWA. In 2006-07, the PL funding was \$352,000 and the local match \$88,000. Staff anticipates an increase in federal funding for general planning activities for FY 2007-08 to \$460,000, increasing the local match required to \$115,000.
- A spreadsheet with the proposed match apportionment for FY 2007-08 was distributed in agenda booklet.
- A 20% match is also required for STP-DA funded supplemental studies.
- Staff proposes that starting with FY 2007-08 funded projects, the required match for supplemental studies will generally be paid by the jurisdiction (municipality or county) requesting the special study; however, if the project to be studied is in another jurisdiction or in multiple jurisdictions, the match will be apportioned on a case by case basis in consultation with the involved jurisdictions prior to TAC's decisions to fund the special study.
- The MPO also receives funding for transit (5303 funds); however, staff recommends that the required 10% match for these funds continue to be split 50/50 between Winston-Salem and Forsyth County.

- When the MOU is amended later this year, specific language will be included related to apportionment of the required local match.

MOTION: Pat Ivey moved for approval.

SECOND: Billy McHone

VOTE:

FOR: Unanimous

AGAINST: None

Information Items

7. Discussion of a Modification to the Memorandum of Understanding (MOU) for the Winston-Salem Urban Area MPO Regarding the TAC Voting Structure

Presented by Margaret Bessette.

- The TAC Voting Task Force is made of TCC/TAC representatives: Mike Horn, Allen Joines, Richard Linville, Larry Williams, Greg Errett, Gary Looper, Stan Polanis, Greg Turner and Margaret Bessette.
- Meetings were held on October 12, 2006; November 28, 2006; January 9, 2007; January 30, 2007 and March 6, 2007.
- The proposal includes: reduce TAC membership to 15 voting members and establish a weighted voting system with 100 total votes apportioned based on population; Winston-Salem and Forsyth County will each have two voting members, other municipalities in Forsyth County and Davie, Davidson and Stokes Counties will each have one voting member; votes will be apportioned based on population as of the most recent US Census; all municipalities in the partial counties and any newly incorporated municipalities will be invited to be non-voting members of the TAC; the TAC will operate by a one-member, one-vote, unless the weighted voting system is invoked; and, all counties and municipalities within the MPO boundary will be eligible to be voting members of the TCC.

8. Greenway, Sidewalk and Pedestrian Facilities Planning Report

Presented by Margaret Bessette.

- Brushy Fork - HDR completed the preliminary report for a non-increase in the 100 year flood level through tunnel. It has been sent to Norfolk Southern Railroad. Bill Gorby has been notified that it is on its way. We are awaiting their review of the report.
- Little Creek - Nothing new to report.
- Muddy Creek (Phase I remainder) - Construction plans are being finalized. It will go out for bid in April given that we get the WSJS property ROW recorded. Investigation in early March of the Robinhood Road bridge found that we can go under it.
- Muddy Creek (Phase II to Yadkinville Road) - Investigation in early March of Yadkinville Road bridge found that we can go under it.
- Muddy Creek (Phase III to Philips Bridge - Working on surveys and ROW certifications.
- Salem Creek-Southeast Gateway - The Strollway bridge has been ordered. Preliminary grading for crossing under Main Street was completed by stream restoration contractor working with our Stormwater Department. A meeting was held with Salem College regarding a second bridge near the tennis courts. Salem College has agreed that a second bridge is not necessary in exchange that a large portion of that funding be utilized for improvements to the old Waughtown Bridge that now serves as a pedestrian bridge.

- Waughtown Connector - Bids were received with \$380,000 being selected. Contracts have been executed. Completion is projected for June 2007.
- Piedmont Regional Greenway - Properties have been surveyed for route. We are still waiting on a response from NCDOT on the study prepared by HDR Engineering.
- Salem Creek Extension - Nothing new to report.
- Shallowford Park-Warren Park Greenway Connector - The property owners are working with their lawyers to come to an agreement on the easement.
- Sidewalk and Pedestrian Facilities Plan - Draft will come to the May TCC/TAC meeting as an information item. It will be mailed out to you in April.
- Safe Routes to School - NCDOT is still working on the grant application. Rodd Ring and myself have followed up with each of the participating schools on their traffic issues. These needs are currently being addressed.
- CMAQ/STP-DA funds - no updates

9. Bicycle Plan Implementation Report

Presented by Lakesha Dunbar.

- The Bike Education campaign is underway, currently, working with the City's Marketing department on developing an insert to be mailed with the water bill.
- The Bicycle Advisory Committee is working on other ways to distribute information, especially to local schools.
- Also working with Safe Communities on events for Safe Kids week, which is in June.
- Still working on the Hawthorne and Liberty Streets striping plans; staff is working with Baptist Hospital due to the possible reconfiguring of Queen Street.
- With the approval of the Muddy Creek item, staff will move forward with the bike signs, striping and greenway plans.

10. Public Transportation Planning Report

Presented by Tyrelle Evans.

- Ms. Evans distributed a summary sheet.
- The FTA is conducting a triennial review of the WSTA this year as required by 49 USC 5307(i).
- This review is not an audit but an assessment of WSTA's management practices and program implementation to evaluate compliance with federal requirements.
- Triennials are important in establishing eligibility for federal funds.
- The on-site review will take place during the week of April 23, 2007.
- The WSTA Board is scheduled to act on resolutions to establish and Institute the Transportation Assistance Policy for Agencies and Institutions and Policy for Interior and Exterior Bus Advertising at the board meeting on March 29, 2007.
- The new bus stop signs will accommodate bus schedules and initial installation will begin at major bus stops with high volume generators.
- WSTA website is scheduled to go online in June 2007. Some of the features will allow fixed route and Trans-Aid customers to go online to do trip planning and scheduling.
- WSTA is due to receive 15 replacement buses for fixed routes. WSTA is considering a Low Floor Bus which sits lower to the ground so it is easier to access for riders and this bus does not require a mechanical lift.
- On March 24, 2007, the Transportation Center was renamed "Clark Campbell Transportation Center" during the center's 10 year celebration of its grand opening.

11. NCDOT Division 9 Report

Presented by Pat Ivey.

- Mr. Ivey distributed a project update report.
- Hanes Mall Road Bridge Construction and Roadway Widening – construction started on this project on November 2, 2005. The new structure of I-40 is completed and traffic could be placed onto the new structure by the end of April or early May. Work to begin on northbound side after traffic shift. The project is currently 2% ahead of schedule. Completion date is November 1, 2007 at a cost of \$11.1 million.
- I-40/Harper Road Interchange – the contractor is working on the first phase of the new bridge over I-40, which should be completed in early May. Grading is nearing completion along Harper Road and the new curbing will begin to be installed over the next month. Traffic will be shifted to the new bridge in mid to late May. The completion date for this project is July 1, 2008 and the contractor is currently 2% ahead of schedule. The cost of this project is \$10.9 million.
- I-40, Westgate Center Drive to Jonestown Road – pavement rehabilitation – project has been awarded and the availability date is May 2007. The project cost is \$3.1 million.

12. Forsyth County Environmental Affairs Department Air Quality Report

Presented by Cary Gentry.

- Mr. Gentry distributed an air quality report.
- The Triad Area FY 07 – 12 TIP required conformity documents have been distributed.
- Winston-Salem/Forsyth County MPO TAC adopted a resolution on the FY 07-13 TIP.
- Winston-Salem/Forsyth County MPO TAC adopted a resolution or conformity determination on the FY 07-13 TIP.
- NCDOT adopted a resolution of conformity determination on the Donut Areas for Davie and Davidson counties.

13. Review of Calendar of Activities

Presented by Greg Errett.

- The next TCC meeting will be May 17, 2007.

14. Other Business/Next Meeting

ADJOURNMENT 3:05 p.m.