

**MINUTES
WINSTON-SALEM URBAN AREA
TECHNICAL COORDINATING COMMITTEE (TCC)
MAY 17, 2007
2:00 P.M.
2nd FLOOR CONFERENCE ROOM,
BRYCE A. STUART MUNICIPAL BUILDING**

MEMBERS PRESENT:

Greg Errett, WSDOT
Pat Ivey, NCDOT
Frank James, Town of Rural Hall
Ron Bell, Town of Walkertown
Tim Shields, Town of Kernersville
Margaret Bessette, CCPB
Greg Turner, Assistant City Manger/Public Works
Bill Marley, FHWA
Pat Reagan, FCEAD
Gary Looper, Village of Clemmons
James Upchurch, NCDOT
Billy McHone, Village of Tobaccoville
Beth Dirks, Davie County
Larry Scatlin, Smith-Reynolds Airport
Scott Barrow, City of King
Scott Leonard, Davidson County
Art Barnes, WSTA

PRESIDING: Stan Polanis, Chairman; WSDOT

STAFF PRESENT:

Wendy Miller, WSDOT
Lakesha Dunbar, WSDOT
Kevin Edwards, WSDOT
Fred Haith, WSDOT
Russell Byrd, City of Winston-Salem Engineer
Tyrelle Evans, WSTA
Lynda Schwan, CCPB

RECORDING SECRETARY: Laura Whitaker, WSDOT

Action Items

1. Consideration of the March 29, 2007 Meeting Minutes

MOTION: Frank James moved for approval of the minutes.

SECOND: Gary Looper

VOTE:

FOR: Unanimous

AGAINST: None

2. Consideration of Amendments to the Fiscal Year 2007-2013 Metropolitan Transportation Improvement Program (MTIP)

Presented by Fred Haith.

- Fred Haith distributed a list of proposed amendments to the 2007-2013 STIP Public Transportation Program.
- In March 2007, the NCDOT adopted the 2007-2013 STIP.
- The STIP is a comprehensive listing of all transportation projects in North Carolina that are proposed for study or programmed for funding with State or Federal funds during FY 2007-2013.
- The 2007-2013 MTIP is a comprehensive listing of all transportation projects programmed for Winston-Salem Urban Area.
- The 2007-2013 STIP amendments, after review by NCDOT management, will go to the NCDOT Board for approval at the Board's May 2007 meeting.
- The Winston-Salem Urban Area must amend the FY 2007-2013 MTIP to include these modifications and deletions to match the STIP.

MOTION: Paul Norby moved for approval.

SECOND: Greg Turner

VOTE:

FOR: Unanimous

AGAINST: None

Information Items

3. Review of Amendments to the Winston-Salem Urban Area MPO Memorandum of Understanding (MOU) and TAC/TCC By-Laws Regarding Membership Local Match Allocation and Compliance with Open Meetings Law
 - a. Amendments to the Memorandum of Understanding (MOU)
 - b. Amendments to the TAC By-laws
 - c. Amendments to the TCC By-laws (TCC only)

Presented by Margaret Bessette.

- Margaret Bessette distributed a corrected page 9 of the revised MOU (attachment 3a). The list under section b.1 should have included the Town of Wallburg not the Town of Midway.
- The MOU for the Winston-Salem Urban Area MPO is an agreement between governmental entities to establish a cooperative transportation planning process.
- The MOU establishes the purposes, membership, voting procedures and member responsibilities for the MPO, the TAC and the TCC.
- Revisions to the MOU must be approved and executed by all member governments and by the State of North Carolina.

- The North Carolina State Attorney General's Office has determined that Transportation Advisory Committees and Technical Coordinating Committees of North Carolina MPOs are public bodies and subject to the State Open Meetings and Public Records law.
- On March 29, 2007, the TAC adopted policies related to the equitable apportionment of the required local match for Transportation Planning (PL) and Supplement Planning Grant (SPT-DA) funds and resolved that when the MOU was amended later in 2007, language should be included in the MOU related to the sharing and apportionment of the local match consistent with the adopted policies.
- The Voting Structure Task Force met regularly between October 2006 and March 2007 and recommended a revised TAC membership and voting structure in March 2007 as follows:
 - Reduce TAC membership to 15 voting members and establish a weighted voting system with 100 total votes apportioned based on population as of the most recent US Census, with a minimum of 1 vote for each voting member. Five votes are assigned to the NC Board of Transportation member, taken from the City of Winston-Salem, reducing Winston's votes from 53 to 48.
 - Voting members will be: Forsyth County, existing municipalities in Forsyth County, Davie County, Davidson County, Stokes County and the NC Board of Transportation who represents the Winston-Salem area. Winston-Salem and Forsyth County will each have two voting members; others will each have one voting member.
 - Davie, Davidson and Stokes Counties will represent the municipalities in their Counties within the MPO boundary.
 - The Davie, Davidson and Stokes County Commissions may appoint a county commissioner or an elected official from a municipality in their county within the MPO boundary as their member and/or their alternate member.
 - The size of the voting membership of the TAC will be capped at 15. Newly incorporated municipalities (in all counties, including Forsyth) will be represented by their county.
 - All municipalities in the Davie, Davidson and Stokes Counties and any newly incorporated municipalities in Forsyth County will be invited to be non-voting members of the TAC.
 - The TAC will operate by one-member, one-vote, unless the weighted voting system is invoked. Any member can invoke the weighted voting system for any vote.
 - All counties and municipalities within the MPO boundary will be eligible to be voting members of the TCC.
- The proposed changes to the MOU and the by-laws incorporate the requirements of NCDOT, the match sharing resolution passed by TAC in March and the recommendation of the Voting Structure Task Force.
- The change to TCC by-laws is extremely minor.

4. NCDOT Division 9 Report

Presented by Pat Ivey.

- Pat Ivey distributed a project update report.
- Hanes Mall Road bridge construction and roadway widening – construction started on this project November 2, 2005. Traffic was shifted onto the new structure on Friday, May 11. Project is currently 5% behind schedule. Completion date is November 1, 2007.
- I-40 Pavement/Rehabilitation from Westgate Center Drive to Jonestown Road - this project consists of repairing areas of I-40 and overlaying I-40, Business 40 and US-421 with asphalt. This project date of availability was May 1. Due to several traffic control concerns the project will start after June 1. Numerous press releases will be released prior to beginning construction.
- I-40/Harper Road Interchange – Phase 1 of the project is nearing completion. Traffic is expected to be shifted onto the new bridge in early July. At the time traffic is switched the eastbound entrance ramp to I-40 will be closed for 21 days to allow the grade to be raised. Completion date is July 1, 2008.

- Pavement rehabilitation on I-40 from NC 801 to SR 1436 in Davie County – GARVEE Bond Funded Project – scheduled to be let in May 2007 with a proposed availability of July, 2007.
- Bridge on NC 801 over I-40 – project is scheduled for conventional let in September, 2007.

5. Discussion of the Planning Provisions in the New Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) Law

Presented by Bill Marley.

- Coordination and communication will include implementation of visual techniques, electronic availability, expanding stakeholder lists and looking at public-private partnerships.
- Public participation will expand the “interested parties” list; include additional consultation, increased availability, electronic access and visualization techniques.
- Financial changes to STIP/TIP has increased from a 2-year to a 4-year program/document, inflation rates are to reflect “year of expenditure dollars”, projects over \$500 million will provide annual project management and financial plans to the Secretary.
- Congestion issues include a national initiative to address congestion; congestion Management Process is required for the TMAs, operation technologies for capacity and implementation strategies to address the growing needs of freight.
- Planning factors for safety and security include focus on mobility and safety, incorporate provisions of the Strategic Highway Safety Plan and increase security of the transportation system.
- Planning factors for land use include promote consistency of plans with state and local planned growth and MPO and NCDOT need to coordinate and streamline transportation and land use planning.
- Environmental mitigation includes LRTPs shall include a discussion of potential mitigation activities and potential areas, developed in consultation with resource agencies and partners and focus is on policies, programs or strategies.
- Bicycle and Pedestrian issues include bicycle/pedestrian projects need to have their own section in the TIP/STIP, collaborative process between the MPO and NCDOT and publish bicycle/pedestrian projects in the annual listing.
- Implementation includes air quality conformity shall be updated every 4 years with the Plan/TIP, LRTP shall be updated every 4 years, certification review (for TMAs only) will be held every 4 years, self-certification will be required every 4 years (unless designated otherwise by the Transportation Secretary).
- After July 1, 2007, LRTPs are in a planning freeze which will mean no additions or deletions of major projects, no changes (moving projects across horizon years); new SAFETEA-LU compliant LRTP must be updated before LRTP changes are allowed. Also, STIP/TIPs providing there is consistency with STIP/TIPs and LRTP (TEA-21 projects), then changes (administrative modifications) to the 2007-2013 can be approved and the 2009-2015 STIP can be approved.

6. Presentation on the Draft Sidewalk and Pedestrian Facilities Plan

Presented by Lynda Schwan.

- Lynda Schwan distributed a schedule of public review meetings for the draft Pedestrian and Collector Street Plans. Ms. Schwan also provided a sample map from the revised Pedestrian Plan.
- The word ‘alternate’ has been removed from the mission statement so it now reads, “The Winston-Salem Urban Area is a pedestrian friendly community where sidewalks off a mode of transportation that provides access for all, promotes healthy lifestyles and improves air quality.”
- The Plan Process is currently is in the public involvement phase.

- Elements of the Facilities Plan include an introduction, sidewalk policies, facilities data, engineering standards, education, enforcement, encouragement, safe routes to school and implementation.
- Goals are to increase the number of pedestrian facilities, improve the quality of both future and existing pedestrian facilities, to enhance real and perceived pedestrian safety while increasing pedestrian activity, to guarantee that those people and agencies responsible for providing transportation and land use options assume pedestrian considerations in their everyday policies and practices and to encourage healthier lifestyles.
- Recommendations are having NCDOT include sidewalk facilities as the norm in roadway construction and widening unless an unsafe condition is introduced, Legacy must be more specific regarding sidewalk design within and around parking facilities and community institutions, include all sidewalk and pedestrian recommendations adopted as part of an area plan in the pedestrian Facilities Plan and proposed sidewalks should connect to existing and proposed greenways.
- Education, encouragement and enforcement will include continuing to work with the school system, police department and DMV to disseminate information, continue to work with the health department, chamber of commerce to promote/encourage walking in the MPO and increase enforcement of and fees for pedestrian related laws (parking on sidewalks, running red lights, etc).
- Funding sources for sidewalks in Winston-Salem included voted General Obligation bonds, Two-thirds bonds, Winston-Salem Motor Vehicle Tax and State and federal sources. Local MPO funding opportunities include State and Federal sources and local municipality contributions.

7. Greenway, Sidewalk and Pedestrian Facilities Planning Report

Presented by Lynda Schwan.

Greenway Updates:

- Brushy Fork - We sent a hydraulic study that was completed by HDR Engineering that showed it will be possible to construct the Greenway through the tunnel and meet the FEMA requirements. This was emailed to Bill Gorby from Alan Hine on March 28, 2007. We sent this again to Bill Gorby (this week) and are waiting for a response from NS Engineering.
- Little Creek - Nothing new to report.
- Muddy Creek (Phase I remainder) - Tentative schedule to construct up to Robinhood Road: received bids in July, award contract in August. Project needs to be completed by October 2007.
- Muddy Creek (Phase II to Yadkinville Road) - Nothing new to report.
- Muddy Creek (Phase III to Phillips Bridge) - Nothing new to report.
- Salem Creek Southeast Gateway - We will be using some funds to complete enhancements at the old Waughtown Bridge. This will include eventually moving the Habitat for Humanity sculpture to this site.
- Salem Creek Extension - Property owners along the creek have been contacted regarding potential greenway dedication.
- Waughtown Connector - Contractors have cleared to the observation point; stone on a portion of the path has been laid. Project must be completed by end of June 2007.
- Piedmont Regional Greenway - The City of Winston-Salem was notified on April 3, 2007 that the alternatives suggested for the culvert under Business 40 were not approved. We are pursuing other alternative routes.

- Shallowford Park (Warren Park Greenway Connector) - A letter was sent to the town of Lewisville on May 11, 2007 requesting that they finalize their project by June 30, 2007. If the project can not be completed, the STP-DA funds allocated for the project will have to be re-allocated to another project. The STP-DA funds are \$344,000 with the town matching it with \$86,000.
- Mountains to Sea Trail (MST) - This is a state-wide trail that will connect the Outer Banks to the mountains via a circuitous route through the State. The proposed route does not pass through Forsyth County but goes through Stokes County from east to west. There is a slight potential for the main trail to pass through the northeastern corner of Forsyth County if certain properties fall through in the other counties. They have asked that we look at spur trails to connect to the MST that will either create a north/south connection or a loop trail in Forsyth County. We are going to receive a GIS layer of the proposed MST alignment. Once we have that, we will produce a few maps for our purposes. I will be setting up a meeting time, probably during June, for planning reviews of spur connections which I will then take back to the next meeting in July.

Sidewalk and Pedestrian Facilities:

- Safe Routes to School - NCDOT has hired a new SR2S coordinator, Leva Mundt. No one could provide me with her official start date.
- Sherwood Forest and Whitaker elementary schools have been actively participating in the walking to school activities. Both schools will be participating in the Bike to Work day on May 18th.
- CMAQ/STP-DA funds - Carver School Road is preparing for re-bid. Peace Haven Road is preparing for re-bid. Magnolia Street: preparing for bid. Rural Hall right of way is being surveyed and project is underway. Clemmons project is still being reviewed.

8. Bicycle Plan Implementation Report

Presented by Lakesha Dunbar.

- Lakesha Dunbar handed out a new "Share the Road" brochure prepared by the Bike Advisory Committee and WSDOT.
- 95,000 copies of the "Share the Road" brochures will be mailed out with the water bills this summer.
- The week of May 14th is national bike to work week.
- On Saturday, May 19th a Bike Rodeo will be held at the Children's Museum.
- Received final draft for Liberty and Hawthorne Streets striping plans which will be reviewed next week.
- Have met with the Hawthorne Homeowners Association and resolved parking issues, want to meet with local businesses on Liberty Street and discuss the plans.
- Received a signed municipal agreement for the STP-DA projects from NCDOT to do the sign installations, bicycle lanes and bike racks.

9. Report on the Final Transportation Services Survey

Presented by Lakesha Dunbar.

- The Final Transportation Services Survey is now complete.
- The survey is available online which includes a Spanish translation.

- A list/printout of the comments has been compiled and is available online.
- There were a total of over 1600 responses received and over 600 written comments, which are also available online.
- The comments were sent to the appropriate departments or organization for processing.
- The data received will be used in an Environmental Justice plan to address, in part, minority and low income concerns.

10. Presentation on the Draft Collector Street Plan

Presented by Wendy Miller.

- Collector streets are streets that carry traffic from the local street system and residential areas to thoroughfares. They can be residential, commercial or industrial in nature.
- Collector streets do provide access to adjacent properties as well as schools, parks and recreation centers, churches and other community facilities and should be designed to prevent shortcuts.
- Collector streets provide increased connectivity and mobility to alleviate congestion on thoroughfares, more efficient delivery of municipal services, snow removal priorities and opportunities for bicycle and pedestrian facilities.
- Public review of the Draft Collector Street Plan will be June 7 through July 13, 2007. There will be 10 drop in meetings throughout the MPO and additional meetings with boards, commissions and community groups.
- Recommendation for approval will be by the CCPB and the TAC.

11. Planning for Next 18 Months: A Draft Schedule for the 2035 Transportation Plan and Air Quality Conformity Determination, and Other Major Projects

Presented by Wendy Miller.

- Wendy Miller distributed a draft schedule for Transportation Planning Programs and the Long Range Plan Update and a list of 2005 Transportation Needs Projects submission based on the 2003 Transportation Needs Highway Projects list.
- The plan is usually a sixteen month time frame.
- There are a lot of new elements to include in the plan.
- One new element will be an updated public involvement policy that asks the public to tell staff how they want to be involved in the transportation planning process. Adoption of the new policy will be sometime this Fall.

Gary Looper moved that staff proceed forward with the 2005 Transportation Needs List as presented with an updated evaluation of the projects for the Air Quality scoring component. The motions was seconded by Paul Norby and unanimously carried. The updated list will be presented for action at the July meeting.

12. Public Transportation Planning Report

Presented by Tyrelle Evans.

- Tyrelle Evans distributed a public transportation report.
- The initial Human Services Transportation Coordination meeting for the Winston-Salem Urban Area took place on April 30, 2007 at the main library.
- Seventeen people representing twelve agencies were in attendance.
- The purpose of this meeting was to initiate the establishment of a human services transportation network.

- SAFETEA-LU requires the establishment of a locally developed, coordinated public transit-human services transportation plan for all FTA human service transportation programs.
- In April 2007, the FTA conducted an onsite triennial review of WSTA.
- FTA findings determined that WSTA's management practices and program implementation is in compliance with federal requirements.
- Triennial reviews are important in establishing eligibility for federal funds.
- The Triennial Review includes a review of the grantee's compliances in 23 different areas.

13. Forsyth County Environmental Affairs Department Air Quality Report

Presented by Pat Reagan.

- Pat Reagan distributed the air quality report.
- PM 2.5 Attainment Demonstration for Guilford and Davidson counties started.
- Document should be available for public comment in fall 2007.
- Re-designation demonstration may be necessary if areas show attainment before then.
- There was a possible code yellow day on May 16, 2007 due to the wildfires in Georgia and Florida.
- Ozone area remains on course to meet 8-hour standard by end of year in accordance with EAC.
- EPA will re-designate areas in April 2008.
- EPA Administrator will announce decision on new 8-hour standard in June 2007.
- Air Awareness information if available online at www.triadair.org.

14. Progress Report on Section 104 (f) Transportation Planning and Surface Transportation Program – Direct Attributable (STP-DA) Funded Major Studies and Projects

Presented by Greg Errett.

- Greg Errett distributed a summary of major studies and expenditures of PL and STP-DA funds for FY 2003-2009.
- New aerial mapping photos for MPO have been completed.
- Funding has been provided PART Regional Modeler.
- Bicycle Master Plan is complete and Bicycle Striping Plans are underway.
- Greenway feasibility Studies for Brush Fork Creek are underway.
- The Winston-Salem Streetcar Phase 2 study has been completed.
- Transit On-Board surveys were distributed.
- Special Studies are underway for the US 311 Connector Feasibility Study, Lewisville Parallel Road Traffic Study, Piedmont Parkway Extension, Forum Parkway Extension and Peace Haven Road/Styers Ferry Road Connector.

15. Review of Calendar of Activities

Presented by Greg Errett.

- Next TCC meeting will be held July 19, 2007

16. Other Business/Next Meeting

ADJOURNMENT 3:42 p.m.