

**MINUTES
WINSTON-SALEM URBAN AREA
TECHNICAL COORDINATING COMMITTEE (TCC)
FEBRUARY 15, 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
Pat Reagan, FCEAD
Gary Looper, Village of Clemmons
Frank James, Town of Rural Hall
Greg Turner, City of Winston-Salem
Scott Rhine, PART
Larry Scantlin, Smith Reynolds Airport
Lynda Schwan, CCPB, Forsyth County Alternate
Dan Corder, Village of Tobaccoville
James Upchurch, NCDOT
Ron Bell, Town of Walkertown
Cecil Wood, Town of Lewisville
Charlie Wolff, Town of Bethania
Brian Ulrich, Town of Kernersville
Scott Barrow, City of King
Art Barnes, WSTA
Scott Leonard, Davidson County

PRESIDING: Stan Polanis, Chairman; WSDOT

STAFF PRESENT:

John Button, NCDOT
Wendy Miller, WSDOT
Lakesha Dunbar, WSDOT
Kevin Edwards, WSDOT
Tyrelle Evans, WSDOT
Russell Byrd, Winston-Salem City Engineer
Fred Haith, WSDOT
Marty Meyers, Town of Lewisville

RECORDING SECRETARY: Laura Whitaker, WSDOT

Action Items

1. TCC Administration

a. Election of Officers for Chairman and Vice-Chairman

MOTION: Frank James made a motion that Stan Polanis be elected as Chairman and Greg Errett as Vice Chairman.

SECOND: Greg Turner

VOTE:

FOR: Unanimous

AGAINST: None

b. Consideration of the November 30, 2006 Meeting Minutes

MOTION: Greg Turner moved for approval of the minutes.

SECOND: Frank James

VOTE:

FOR: Unanimous

AGAINST: None

c. Comments on the January 18, 2007 Meeting Notes

2. Consideration of the Amended Memorandum of Agreement (MOA) Governing the Development, Maintenance, and Usage of the Piedmont Triad Regional Travel Demand Model

a. Piedmont Authority for Regional Transportation (PART) Report

Presented by Scott Rhine:

- In January 2007, the PART announced that the regional travel demand model for the Piedmont area had been officially completed and ready for use.
- NCDOT, PART, staff from the Burlington-Graham, Greensboro, High Point and Winston-Salem Urban Areas MPOs and several consulting firms all played significant roles in the creation of the model.
- Parallel to the development of the new model, PART has been working to update and amend the MOA which governs the development, maintenance and usage of the PTRM.
- A copy of the amended MOA was distributed.
- The amended MOA replaces the previous MOA and the supplement to the MOA, which was signed by PART on February 12, 2003 and approved by the TAC on May 15, 2003.
- The amended MOA is in addition to and in support of, but does not supersede the MOU and urbanized Area Prospectuses that are required as part of the ongoing transportation planning process for the MPOs.
- The MOA provides the structure for a cooperative, regional approach to the development, use and maintenance of a regional travel demand model.
- The model is essential in estimating future traffic and travel patterns on a local and regional basis and will provide the foundation for evaluating projects, determining air quality conformity, developing traffic forecasts for project design and developing leadership forecasts for transit alternatives.

MOTION: Frank James made a motion for approval.

SECOND: Greg Turner

VOTE:

FOR: Unanimous

AGAINST: None

3. Consideration of Amendments to the Fiscal Year 2006-2012 Metropolitan TIP (MTIP) for CMAQ and STP-DA Funded Sidewalk Projects in the Town of Kernersville and the City of Winston-Salem

Presented by Lynda Schwan:

- In June 2006, the Town of Kernersville notified the TAC that Kernersville would not be able to complete its sidewalk project on West Mountain Street due to right-of-way and cost issues.
- The Kernersville project was scheduled to utilize \$60,000 of CMAQ funds.
- In January 2007, it was determined by the City of Winston-Salem Engineering Department and the Department of Transportation that the sidewalk project along Silas Creek Parkway could not be constructed due to right-of-way and cost issues.
- The Winston-Salem project was scheduled to utilize CMAQ funds of \$50,960.
- According to the State, CMAQ funding that cannot be spent on the designated project must go to another CMAQ approved project in the MPO or be returned to the State.
- The City of Winston-Salem requests that the \$110,960 of CMAQ funds be designated for the Peace Haven Road CMAQ project.
- The Peace Haven Road sidewalk currently has \$118,000 but the construction cost has doubled and it needs additional funding to complete.
- Additionally, some STP-DA funds were programmed to assist with the construction of the sidewalk on Silas Creek Parkway.
- As it has been determined that the project cannot be completed at this time, the City of Winston-Salem requests that the \$24,000 in STP-DA funds be designated for the construction of a sidewalk along Magnolia Street from Fairway Drive to Ainsworth Street in Winston-Salem.
- This will provide a complete section on Magnolia Street, from Hawthorne Road to Miller Park.

MOTION: Greg Turner moved for approval.

SECOND: Frank James

VOTE:

FOR: Unanimous

AGAINST: None

Information Items

4. Greenway, Sidewalk and Pedestrian Facilities Planning Report

Presented by Lynda Schwan:

- Brushy Fork - HDR will take approximately 2 to 3 weeks to get a report back to us on the culvert.

- Little Creek - Nothing new to report.
- Muddy Creek Phase II (to Robinhood) - Nothing new to report.
- Muddy Creek Phase III (to Philips Bridge) - Still working on a route.
- Salem Creek-Southeast Gateway - Work started February 12th.
- Waughtown Connector – is in the re-bidding process. Pre-bid conference was February 13th. Bids will be received by February 22nd. Contract will be awarded mid-March.
- Piedmont Regional Greenway - Properties are being surveyed for route. NCDOT is reviewing the study prepared by HDR Engineering. They will get back to us soon on whether the project is feasible or not.
- 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.

Presented by Lynda Schwan:

- a. Update of the Sidewalk and Pedestrian Facilities Plan
 - Staff is working on mapping for the plan. A draft will come out before the May meeting.
- b. Update of the Safe Routes to Schools Program Workshops
 - NCDOT is still working on the grant application. The March meetings have been postponed until late spring. The federal government has decided to only fund 85% of the actual appropriations. The State has decided to put a cap on how much each school in NC can receive.
 - Sherwood Forest is preparing their information for the grant application. They are the only school applying for the SR2S grant to date.

5. Bicycle Plan Implementation Report

Presented by Lakesha Dunbar:

- Striping plans for Liberty Street and Hawthorne Road are still underway.
- Parking issues with the striping plan are still being reviewed/discussed.
- The municipal agreement for the bike and pedestrian projects was taken to the Public Works Committee on Tuesday, February 13, 2007.
- The Recreation and Parks Department is having issues with a property owner regarding the Muddy Creek Greenway.

A discussion ensued regarding issues with the Muddy Creek Project and how to proceed.

6. NCDOT Division 9 Report

Presented by Pat Ivey:

- No new updates to report since the last TAC meeting.
- The Environmental Impact Study has been signed for the Northern Beltway.

7. Public Transportation Planning Report

Presented by Tyrelle Evans:

- A copy of the Public Transportation Report was distributed.
- The JARC grant program is a federal program that has been changed from a competitive discretionary grants program to a formula program to assist in expanding transportation services in connecting at-risk populations with jobs and employment related services.
- Coordination is required between private, non-profit, and public transportation providers and other federal programs.
- The program objective is to provide grants for capital and operating cost of service to improve access to jobs and provide reverse commute services to low income individuals who may live in the city core and work in suburban locations.
- Local Winston-Salem/Forsyth County agencies have expressed their support and interest in the program and coordination will began with administering the JARC program.
- The Easter Seals Project workshop included a train-the-trainer curriculum offering teachers and trainers the basic tools needed to expand community transportation options.
- Participants used the training and toolkit to teach individuals to use fixed-route public transportation, train transportation personnel to serve customers with disabilities, and working to identify and remedy environmental barriers that prevent access and use of public transit.
- Easter Seals Project ACTION is funded through a cooperative agreement with the USDOT, FTA and administered by Easter Seals Inc.
- WSTA Transit Route Revisions were implemented on January 29th to service the new Wal-Mart and Lowe's locations on Peters Creek Parkway.
- Routes 7, 13, 14, 23 and 29 will be affected by the changes. Adjustments were made to add service where needed and to make the system more efficient.
- WSTA Website is scheduled to go online in March 2007. Some of the features will allow fixed route and Trans-AID customers to go online to do trip planning and scheduling.
- Vehicle Replacement Report for small support vehicles: 2 in FY 2006-07, 1 FY 2008-09, 1 FY 2009-10. Replacement buses for Trans-Aid: 7 in FY 2007-08, 2 in FY 2008-09, 8 in FY 2010-11. Replacement buses for fixed route: 15 in FY 2007-08, 18 in FY 2011-12.
- Planning for the Safe Bus Museum is underway.
- A 1969 GMC bus has been parked outside the authority's maintenance facility for the past 25 years.
- Safe Bus was formed in 1926 when a group of blacks who owned small buses merged their operations to meet the growing needs of the city's black community.
- By 1968, Safe Bus Company operations covered the enter city. Before the company was bought to form WSTA in 1972,
- Safe Bus was the nation's largest black-owned transportation company.
- Some plans and visions to renovate the rolling museum are to outfit it with an audio and video system and turning it into a mobile classroom to supplement ongoing efforts to teach the public about the benefits of public transportation.

- The Transportation Center will be renamed “The Clark Campbell Transportation Center”. A ceremony will be held March 24th, on the Transportation Center’s 10th anniversary to recognize renaming of the facility.
- The facility will be renamed in honor of Mr. Clark Campbell has worked and driven buses in Winston-Salem for the past 62 years. Mr. Campbell, 84 years old, retired as a full-time WSTA driver in 1992, but still works part-time for WSTA.
- The Downtown Transportation Center was opened in the spring of 1997. The 10 year celebration and the building dedication will take place at the transportation center from 11:00 a.m. – 1:00 p.m.

8. Review of the Results of the MPO Transportation Services Survey

Presented by Fred Haith:

- A summary of the Transportation Services Survey process and findings and a copy of the survey were all distributed.
- Staff is in the process of distributing comments from the Transportation Services Survey to the appropriate department/agency
- The 2006 Transportation Services survey will play a valuable role in updating the Long-Range Transportation Plan (LRTP)
- Read the report and provide feedback no later than March 2, 2007.
- The Final report will be made available on the city’s web page.

9. Forsyth County Environmental Affairs Department Air Quality Report

Presented by Pat Reagan:

- The Forsyth County Environmental Affairs Air Quality Report was distributed.
- EPA’s scientific advisory board’s health based research suggests new standard of 0.055 – 0.075 ppm.
- Staff submitted the final recommendation as low as 0.075 ppm.
- The lower standard would impact attainment status for ozone.
- All ozone monitors in the Triad would not meet the lowest recommendation.
- This action would not impact the Triad’s EAC.
- The final draft will be published by June 20, 2007.
- The final ruling will be by April 15, 2008.
- There is a new methodology for PM speciation monitoring.
- Forsyth County will be the first area in nation to deploy new equipment.
- EPA and ARC (the consulting agency) will train and deploy equipment by February 28, 2007.
- New equipment will run concurrent with old equipment for three months.
- Data will show consistency between urban and rural monitors.
- 2007 Air Quality had 43 green days and 2 yellow days; the maximum AQI was 61 and the minimum AQI was 13.
- AWI forecasting accuracy was over 90% for 2007.

10. Review of the Draft 2007-2013 Metropolitan Transportation Improvement Program (STIP) and Air Quality Conformity Analysis Determination

Presented by Wendy Miller.

- The Forsyth County Environmental Affairs Air Quality Report was distributed.
- Copies will also be available at the local libraries, NCDOT and WSDOT offices and it will be posted online.
- Public review of the document will be from February 22 – March 23, 2007.
- All the comments will be reviewed and compiled for adoption at the March committee meeting.

11. Discussion of Possible Additional Modifications to the Memorandum of Understanding (MOU) for the Winston-Salem Urban Area MPO

Presented by Margaret Bessette:

a. Update on Task Force's Alternatives Regarding the TAC Voting Structure

- Not ready with a specific recommendation, hope to bring an item to the March Committee meeting.

Presented by Margaret Bessette:

b. Resolution on Policies Related to Member Jurisdictions Contribution to the Local Match Requirement for Transportation Planning (PL Funds) and Supplemental Planning Projects (STP-DA Funds)

- Funding for general planning efforts undertaken by the MPO is Transportation Planning Funds (often referred to as "PL Funds") from the Federal Highway Administration. Funds require a 20% match which has historically been covered 50/50 by the City of Winston-Salem and Forsyth County.
- 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.
- The amount of required local match varies from year to year, dependent on the funding provided by FHWA. Staff anticipates an increase in federal funding for general planning activities for FY 2007-08 to as much as \$480,000, increasing the local match requirement to as much as \$120,000.
- MPO staff proposes that starting with the FY 2007-08 (beginning July 1, 2007), the required match for general planning (PL funds) be apportioned to the City of Winston-Salem and to the member counties based on population.
- The MPO also receives Supplemental Planning (STP-DA Funds) through the State TIP for specialized studies.
- Staff proposes that starting with FY 2007-08 funded projects, the required match for supplemental studies be paid by the jurisdiction (municipality or county) requesting the special study.
- In March, MPO staff will ask the TAC to adopt a resolution with policies related to apportionment of the match for the PL funds and the supplemental funds so that jurisdictions can include funds in their FY 2007-08 budgets.

- When the Memorandum of Understanding (MOU) is amended later this spring, specific language will be included related to apportionment of the required local match.

Frank James raised the issue of how match would be apportioned if a project was requested by one jurisdiction, but located in another or in multiple jurisdictions. Margaret Besette said that although most projects requested by a jurisdiction are in that jurisdiction, other situations do arise. She said that MPO staff would revise the language of the policy to indicate that the assumption would be that requesting jurisdictions be responsible for the match, but that the required match for projects in another jurisdiction or in multiple jurisdictions would be apportioned on a case by case basis in consultation with the involved jurisdictions prior to the TAC's decision to fund a special study.

12. Review of the Draft Amendments to the Thoroughfare Plan Map and Technical Report

Presented by Greg Errett:

- The handout from the Kernersville Thoroughfare Plan Amendment Public Information Session held February 8, 2007 was distributed.
- High Point MPO Thoroughfare Plan Map and Technical Report includes the addition of a proposed North-South connector along the Guilford County line with interchanges, from Interstate 40 to Interstate 85. The report also includes the addition of the proposed Piedmont Parkway Extension, from the Guilford County line to Piedmont Parkway in High Point.
- The High Point MPO Thoroughfare Plan Map and Technical Report was approved by High Point, Forsyth County, Randolph County, Thomasville, Jamestown, Archdale and High Point TAC. Approved minus the North-South Connector was Guilford County, Davidson County and Wallburg.
- The Town of Kernersville's Thoroughfare Plan Map and Technical Report includes the addition of Temple School Road from High Point Road to Union Cross Road. It also includes the addition of the proposed Temple School Road Extension, from Union Cross Road to NC 66 and from NC 66 to the Proposed Piedmont Parkway Extension at the Guilford County line.
- The Thoroughfare Plan Map and Technical Report also includes the addition of a Proposed Interchange on Interstate 40 at Old Salem Road, possible realignment of the Old Salem Road/Teague Lane intersection and changing Union Cross Road from Wallburg Road to Shields Road, from a three-lane road to a proposed multi-lane divided urban boulevard.
- Davie County's Thoroughfare Plan Map and Technical Report includes the addition of a proposed interchange on Interstate 40 from NC 801 west.

13. Review the Draft Fiscal Year 2007-2008 Unified Planning Work Program (UPWP)

Presented by Greg Errett:

- The Draft Winston-Salem Urban Area MPO Unified Work Planning Work Program for FY 2007-08 was distributed.
- Staff will be focused on Long Range Transportation Planning which is due by October 2008.
- There is an increase in funds on Table 1 to Section 104(f) (PL Funds) Highway.
- The work program funding is geared toward to II-B projects.
- Some funding will be available for new feasibility studies for additional greenways throughout the county.
- There is \$100,000 in STP-DA funds for PART.
- Tables 3, 4 and 5 are the Transit Planning efforts.
- Please review all of the information and contact staff with any questions.

14. 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 RTA that the planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable requirements of:

- Section 134 of title 23 U.S.C., section 8 of the Federal Transit Act (49 U.S.C. appl. 1607).
- Section 174 and 176 (c) and (d) of the Clean Air Act (42 U.S. C. 7504, 7506 (c) and (d).
- Title VI of the Civil Rights Act of 1964 and Title VI assurance executed by each state under 23 U.S.C. 324 and 29 U.S.C. 794.
- Section 103 (b) of the Intermodal Surface Transportation Efficiency Act of 1991 (Public Law 102-240) regarding the involvement of disadvantaged business enterprises in the FHWA and the FTA funded planning projects.
- The provisions of the Americans with Disabilities Act of 1990 (Public Law 101-336, 104 Stat. 327, as amended) and USDOT regulations “Transportation for Individuals with Disabilities” (49 CFR parts 27, 37 and 38).

In addition, the following checklist should help guide the MPOs as they review their processes and programs for self-certification:

- Is the MPO properly designated by agreement between the Governor and 75% of the urbanize area, including the central city, and in accordance in procedures set forth in state and local law?
- Does the policy board included elected officials, major modes of transportation providers and appropriate state officials?
- Does the MPO boundary encompass the existing urbanized area and the contiguous area expected to become urbanized within the 20-year forecast period?
- Is there currently adopted Unified Planning Work Program?
- Does the area have a valid transportation planning process?
- Is there a valid TIP?
- Does the area have a valid CMP?
- Does the area have a process including environmental mitigation discussions in the planning process?
- Does the planning process meet the following requirements of 23 CFR 450.316 (2) (3) EO 12898?
- Does the area have an adopted PIP/Public Participation Plan?
- Does the area have a process for including environmental, state, other transportation, historical, local land use and economic development agencies in the planning process?

15. Review of Calendar of Activities

Presented by Greg Errett:

- February 8, 2007, the Town of Kernersville will hold its Thoroughfare Plan Map Amendments Public Drop in meeting at South East Middle School.
- February 22 – March 23 (tentatively) will be public review of the draft 2007 – 2013 MTIP and Air Quality Conformity Analysis Determination Report.
- March 24 will be the 10 Year Anniversary of the Grand Opening of the Transportation Center in Downtown Winston-Salem.

- Next TCC meeting will be March 29, 2007.

16. Other Business/Next Meeting

ADJOURNMENT 3:23 pm