

**MINUTES  
WINSTON-SALEM URBAN AREA  
TRANSPORTATION ADVISORY COMMITTEE (TAC)  
APRIL 23, 2020  
4:15 P.M  
FIFTH FLOOR, PUBLIC MEETING ROOM,  
BRYCE A. STUART MUNICIPAL BUILDING**

**MEMBERS PRESENT:**

Dan Besse, Council Member, City of Winston-Salem, Vice Chairman  
Allen Joines, Mayor, City of Winston-Salem  
Denise Adams, Council Member, City of Winston-Salem,  
Jeff MacIntosh, Council Member, City of Winston-Salem, Alternate  
Fleming El-Amin, Commissioner, Forsyth County  
Rick Cross, Mayor, Town of Bermuda Run  
Brent Rocket, Mayor, Town of Bethania  
John Wait, Mayor, Village of Clemmons  
Jenny Fulton, Alderman, Town of Kernersville  
Tim Flinchum, Mayor, Town of Rural Hall  
John Byrum, Mayor, Town of Midway  
Wesley Hutchins, Council Member, Town of Walkertown  
Rick Morris, Commissioner, Stokes County  
Willie Clark, Member, WSTA Board of Directors

**PRESIDING:** Mike Horn, Mayor, Town of Lewisville, Chairman

**STAFF PRESENT:**

Pat Ivey, NCDOT  
Richard Jones, Davidson County  
Toneq' McCullough, WSDOT  
Kirk Ericson, CCPB  
Byron Brown, WSDOT  
Matthew Burczyk, WSDOT  
Jeff Fansler, WSDOT  
Brenda King, WSDOT

**RECORDING SECRETARY:** Laura Whitaker, WSDOT

Chairman Mike Horn read the Ethics Awareness and Conflict of Interest Statement.

**1. Public Comments**

No one present.

**Action Items**

**2. Consideration of an Item to Allow Remote Participation in Meetings**

Presented by Chairman Mike Horn.

- In response to Stay at Home and Social Distances orders in response to reducing the potential spread of COVID-19, the city code for the City of Winston-Salem was amended on April 6, 2020 to allow remote participating in council committee and city council meetings and to allow the same by city boards and commissions provided certain requirements have been met.
- This item is to accept this action on behalf of the WSUAMPO Transportation Advisory Committee (TAC) and Technical Coordinating Committee (TCC) to allow the same.

MOTION: Denise Adams moved approval.

SECOND: Allen Joines.

VOTE:

FOR: Unanimous

AGAINST: None

**3. Consideration of the February 20, 2020 TAC Meeting Minutes**

Presented by Chairman Mike Horn.

MOTION: Denise Adams moved approval of the minutes.

SECOND: Rick Cross.

VOTE:

FOR: Unanimous

AGAINST: None

**4. Consideration of the Fiscal Year 2020-2021 Unified Planning Work Program (UPWP) for the Winston-Salem Urban Area Metropolitan Planning Organization (WSUAMPO)**

Presented by Toneq' McCullough.

- All Metropolitan Planning Organizations (MPOs) that have been designated as Transportation Management Areas (TMAs) with an urbanized population of over

200,000 are required to develop an annual Unified Planning Work Program (UPWP) in coordination with the Federal Transit Administration (FTA).

- Each year the Winston-Salem Urban Area Metropolitan Planning Organization (WSUAMPO) is required to develop and approve a Unified Planning Work Program (UPWP) for transportation and transit planning.
- The UPWP identifies what transportation and transit planning projects and work tasks will be completed during the fiscal year and the estimated amount of Federal and State highway and transit planning funds that will be used to complete the work, plus the required local funding matches.
- The UPWP consists of the following parts:
  1. Table 1, a Funding Sources Table;
  2. Table 2, a Narrative Task Table;
  3. Tables 3, 4 and 5, Federal Transit Administration (FTA) Section 5303 Transit Planning Funding Allocation; and
  4. Table 6 a Five Year Planning Calendar for the MPO.
- The draft UPWP has to be submitted to and approved by NCDOT.
- Due to Social Distancing requirements established in March due to COVID-19 the TAC did not meet.
- Therefore, the final version after TAC adoption will be submitted as soon as is possible once approved.
- The 30-day required public comment period for this draft document occurred during the months of January and February.
- No comments were received.

MOTION: Denise Adams moved approval.

SECOND: Allen Joines.

VOTE:

FOR: Unanimous

AGAINST: None

**5. Consideration of the Fiscal Year 2020 – 2029 Metropolitan Transportation Improvement Program (MTIP) Amendments and Modifications for the Winston-Salem Urban Area Metropolitan Planning Organization (WSUAMPO)**

Presented by Toneq' McCullough.

- The Fiscal Year (FY) 2018-2027 Metropolitan Transportation Improvement Program (MTIP) is a comprehensive list of all transportation projects programmed for the Winston-Salem Urban Area and must be a subset of the Winston-Salem Urban Area 2040 Metropolitan Transportation Plan (MTP) and match Winston-Salem Urban Area Metropolitan Planning Organization (WSUAMPO) projects in the FY 2020-2029 State Transportation Improvement Program (STIP).
- The 2040 MTP and the Air Quality Conformity Determination Report (AQCDR) were adopted by the TAC on September 17, 2015.
- The North Carolina Department of Transportation (NCDOT) regularly updates the STIP to include new projects and modify existing projects.

- Any STIP amendment for new statewide projects or projects within the Winston-Salem Urban Area Metropolitan Planning Organization (WSUAMPO) triggers the amendment of the MTIP.
- STIP amendments for regionally significant projects that have significant project revisions or cross the Federal Highway Administration (FHWA) 4-year funding period or modeling horizon years require an AQCDR.
- Modifications to the STIP do not require adoption but are provided for information.
- As required by the WSUAMPO's Public Participation Policy, the amendments and modifications to the FY 2020 – 2029 MTIP will be made available for public review and comment for at least 30 days from February 6, 2020 through March 9, 2020.
- No comments were received.

MOTION: Denise Adams moved approval.

SECOND: Fleming El-Amin.

VOTE:

FOR: Unanimous

AGAINST: None

**6. Consideration of a Resolution Endorsing the Town of Rural Hall's Application to the North Carolina Department of Transportation for a Pedestrian and Bicycle Facilities Planning Grant**

Presented by Toneq' McCullough.

- The North Carolina Department of Transportation has made available funding to assist municipalities with bicycle and pedestrian planning efforts.
- The grants will be awarded on a competitive basis, so communities are required to submit an application.
- The grants can be used for bicycle and/or pedestrian plans. Depending on the size of the community and the type of plan being developed, grants range in size from \$25,000 to \$190,000 and local participation ranges from 10% to 50%.
- Rural Hall has expressed an interest in pursuing a grant to update its pedestrian and bicycle facilities plan to expand its sidewalk, bicycle lane, and greenway networks.
- With similar efforts underway throughout the Winston-Salem Urban Area Metropolitan Planning Organization (WSUAMPO), updating the Rural Hall pedestrian and bicycle plan will help provide a well-rounded vision for pedestrian and bicycle infrastructure throughout the region.
- All local participation funding would be provided by the Town of Rural Hall.
- While there is no financial commitment required of the MPO, NCDOT requires a resolution of support from the MPO for all municipalities interested in submitting an application.

MOTION: Dan Besse moved approval.

SECOND: Fleming El-Amin.

VOTE:

FOR: Unanimous

AGAINST: None

**7. Consideration of Federal Transit Administration (FTA) Formula Program Section 5307 CARES Act Funding Allocations for the Winston Salem Urban Area**

Presented by Toneq' McCullough.

- The Federal Transit Administration (FTA) Section 5307 Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds were appropriated to urban areas with more than 200,000 in population and can be used by transit agencies to help to prevent, prepare for and respond to the COVID-19 pandemic.
- The Winston-Salem Urban Area received an apportionment of funding of \$15,261,567.00.
- The City of Winston-Salem is the designated recipient of this funding for the Winston-Salem Urban area. These funds are sub-allocated to 3 transit agencies serving the MPO urban area, Winston-Salem Transit Authority (WSTA), Piedmont Authority for Regional Transportation (PART) and Davidson County Transportation.
- WSTA is eligible to receive \$12,389,976 of the total CARE Act Funds appropriated. Davidson County Transportation will receive \$1,009,656 and will serve as a sub-recipient to the City of Winston-Salem for these funds.
- PART is eligible to receive \$1,861,935. PART will apply for their funds directly when issued a sub-allocation letter from the city of Winston-Salem.
- Eligible activities for these funds include all normal expenses such as planning, capital and operating but they will be reimbursed at 100%, no local match is required.
- Additionally, the cap on operating expenses has been removed. These funds are available for expenses from January 20, 2020 until expended but Congress can rescind at any time so the sooner we can act on this the better.

MOTION: Fleming El-Amin moved approval.

SECOND: Dan Besse.

VOTE:

FOR: Unanimous

AGAINST: None

**8. Consideration of the Disadvantage Business Enterprise (DBE) Plan**

Item postponed.

**9. Consideration of the Title VI Plan**

Item postponed.

**10. Consideration of Federal Transit Administration (FTA) Section 5307 Formula Program Funding Allocations for the Winston Salem Urban Area for Fiscal Year 2020 and the Program of Projects (POP)**

Presented by Toneq' McCullough.

- Transit systems located in urbanized areas of more than 200,000 in population are eligible to use Federal Transit Administration (FTA) Sections 5307 funds for operating and capital assistance. The Winston-Salem Urban Area received \$5,386,052 in FY 2020.
- There currently are three transit agencies in the MPO eligible to receive 5307 funding based upon data reported to the National Transit Database (NTD): Davidson County Transportation (DCT), Piedmont Authority for Regional Transportation (PART), and Winston-Salem Transit Authority (WSTA).
- Additionally, activities traditionally eligible under the Job Access Reverse Commute (JARC) program, which provides for job access for low-income individuals, continue to be an eligible activity for these funds.
- Based upon policies adopted by the Winston-Salem Urban Area MPO in 2017, funding is distributed in accordance with the percentages developed by FTA in Table 3A.
- Based upon percentages in that table it is recommended that DCT receive \$352,685, PART receive \$650,397, WSTA receive \$4,327,970 and \$55,000 be used for traditional JARC programs.
- Per the MPO's Public Participation Policy, these funds will be included in the 2020-2029 MTIP.
- As such this will require a public comment period of at least 30 days to occur between April 17 and May 17, 2020.

MOTION: Denise Adams moved approval.

SECOND: Allen Joines.

VOTE:

FOR: Unanimous

AGAINST: None

**11. Consideration of the Federal Transit Administration (FTA) Section 5339 Bus and Bus Facilities Grant Program Funding Allocation for the Winston Salem Urban Area for Fiscal Year 2020 and the Program of Projects (POP)**

Presented by Toneq' McCullough.

- The Federal Transit Administration Section 5339 program is a formula based grant program to replace, rehabilitate and purchase buses and bus facilities.
- The program provides available federal resources to eligible direct recipients that operate fixed route bus services or that allocate funding to fixed route bus operators.
- The program originated through the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) which changed the program from discretionary to formula based.
- Funding is now designated to states and designated recipients in urbanized areas (200,000 people or more).
- The Winston Salem Urban Area is eligible to receive \$654,298 in FY 2020.
- The Winston-Salem Transit Authority (WSTA) is requesting to use the available funds to purchase four TransAid Vans and one Support Vehicle to replace aging fleet and the

remaining funds for transit facility rehabilitation projects and capital maintenance for a total of \$817,873.

- In accordance with federal standards, the Program of Projects (POP) outlines how WSTA will use these funds and public participation requirements.
- The public participation period will be held for 30 days between April 17 and May 17, 2020.
- The approved list will amend the 2020-2029 MTIP.

MOTION: Denise Adams moved approval.

SECOND: Allen Joines.

VOTE:

FOR: Unanimous

AGAINST: None

### **Staff Reports (Presentation by Staff at Request of TAC Only)**

#### **12. MPO Staff Reports**

##### **a. Ethics Liaison**

Presented by Kirk Ericson.

- TAC members are almost at full compliance for filing of ethics requirements.
- An email was sent to members who have not submitted their ethics requirements.

#### **13. Next Meeting/Adjourn Meeting**

- Next TAC meeting will be May 21, 2020.

**ADJOURNMENT 4:50 pm.**