

MINUTES
WINSTON-SALEM URBAN AREA
TECHNICAL COORDINATING COMMITTEE (TCC)
July 21, 2022
2:00 P.M.
VIRTUAL MEETING

MEMBERS PRESENT:

Kelly Bennett, Project Planner, Forsyth County
Cary Gentry, Director, Forsyth County Air Quality
Pam Cook, Transportation Engineer III, Western Piedmont Planning Division, NCDOT
Pat Ivey, Division 9, Division Engineer, NCDOT
Kelly Garvin, Planning Development Coordinator, WSDOT
Kirk Ericson, Deputy Director, Planning and Development Services
Nasser Rahimzadeh, Planner, Town of Clemmons
Chris Jensen, Engineer, Town of Kernersville
Donna Woodson, General Manager, WSTA
Misty Meadows, Town Manager, Rural Hall
Andrew Meadwell, Manager, Bermuda Run
Mark Kirstner, Transportation Planning Manager, PART
Johnny Easter, Planning Director, Davie County

PRESIDING: Toneq' McCullough, Chairman, WSDOT

STAFF PRESENT:

Matthew Burczyk, Transportation Project Planner, WSDOT
Marlene Davis, Title VI Coordinator, WSDOT
Matthew Duchan, Transit Transportation Planner, WSDOT
Hunter Staszak, Transportation Planner, WSDOT
Jeff Fansler, Deputy Director, WSDOT
Richard Jones, Transportation Manager, Davidson County
Phillip Craver, Corridor Engineer, NCDOT Division 9
Alex Rotenberry, Regional Planner II, NCDOT
Jordan Payne, Sr. Environmental Specialist, Forsyth County Air Quality
Andy Bailey, Urban Area Coordinator, NCDOT
Fred Haith, Division Planning Engineer, NCDOT
Suzette Morales, PE, Planning and Environment Specialist, FHWA

RECORDING SECRETARY: Laura Nixon, WSDOT

OTHERS:

Larry Bell, TV13, Patrick McDonough, HDR

Toneq' McCullough stated that due to the pandemic, all members of the Winston-Salem Urban Area Technical Coordinating Committee (TCC) are participating virtually. All members will vote by roll call. A member will be recognized, at which time, the member will state his or her vote. Ms. McCullough then requested that Kelly Garvin, TCC Secretary, take roll call.

1. Public Comments

No Comments

Action Items

2. Consideration of the May 19, 2022, TCC Meeting Minutes.

Presented by Chairman Toneq' McCullough

- Chris Jensen had a correction that he was listed as the alternate. He is the primary.

MOTION: Chris Jensen

SECOND: Kirk Ericson

VOTE:

FOR: Unanimous

AGAINST: None

3. Consideration of an Item to Allow Remote Participation in Meetings for the Winston-Salem Urban Metropolitan Planning Organization (WSUAMPO)

Presented by Kelly Garvin

- The current remote participation resolution approved on April 23, 2020 by the Transportation Advisory Committee on behalf of the Winston-Salem Urban Area Metropolitan Planning Organization allows the Transportation Advisory Committee and Transportation Coordinating Committee, as a body, to participate remotely/virtually in committee meetings during the State of Emergency ("SOE").
- On June 21, 2022, the Winston-Salem City Council voted to allow boards and commissions to continue to meet remotely even after the SOE has been rescinded or expires upon a majority vote of the membership, provided the public is afforded access to the meeting in the same manner as that previously afforded under G.S. 166A-19.24, and all notice procedures set forth in G.S. 143-318.12 are adhered to. Consistent with the ordinance adopted by the Winston-Salem City Council, this revised draft resolution: (a) extends the bases for individual members to participate remotely to "other scheduling conflicts that make in-person attendance impracticable, and (b) allows, upon majority vote, the TAC to continue to meet remotely, as a committee, until further notice.
- Additionally, although the TAC is exempt from the requirement by City Council to meet in person for public hearings, this policy recommends that the committees adopt this requirement as part of

its remote meeting participation policy. Staff also recommends that the committees meet in person for the election of officers.

- The approved ordinance amendment attached establishes the procedures which must be met in order for members to participate in meetings remotely.
 - Kelly Garvin stated that this item will have to be voted on in-person and that it will be brought back to the September 15, 2022, meeting. She also stated that this item would be revised to show clarity in the meetings being either virtual or in-person and not a mix of the two types of meetings.
4. **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 Hunter Staszak

- The Fiscal Year (FY) 2020-2029 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 2045 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 2045 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.
- The attached document describes the additions, deletions, amendments and modifications to the Winston-Salem Urban Area FY 2020 – 2029 MTIP.
- As required by the WSUAMPO’s Public Participation Policy, the amendments and modifications to the FY 2020 – 2029 MTIP were made available for public review and comment for at least thirty (30) days from April 11th, 2022, through May 12, 2022. No comments were received.

MOTION: Pat Ivey
SECOND: Kelly Garvin
FOR: Unanimous
AGAINST: None

5. **Consideration of a Resolution to Re-allocate funds for Fiscal Years 2017, 2018 and 2019 Section 5307-Job Access and Reverse Commute projects and Fiscal Years 2013, 2014, 2017,**

2018, and 2019 Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities projects.

Presented by Matthew Duchan

- The Winston-Salem Urban Area Metropolitan Planning Organization (WSUAMPO) staff is requesting the reallocation of funding for several awards across FTA Section 5310 and 5307 – JARC. Subrecipients utilize 5310 and 5307 – JARC funding to provide transportation access for seniors and for individuals with disabilities, and for low-income individuals requiring transportation to access jobs where they would otherwise not have access. Redistributing these funds to subrecipients we are certain will be able to use those funds to support community needs is one of the primary goals in transit management so that prior year funding grants can be closed. This will also allow for easier transition processes in future fiscal years.
- For FY19 Section 5310, the Town of Kernersville will relinquish \$45,000 which will be redistributed to three other subrecipients, because they have outstanding reimbursement balances for previous years. For Fiscal Years 2017 and 2018 Section 5310, Wake Forest Baptist Health Campus will relinquish \$8,905 from both years because use of this funding was not pursued by their agency.
- For FY20 Section 5307-JARC, Horizons Residential Care, for FY2019 Section 5307-JARC, Community Transportation Program (CTP), and for FY2018 Section 5307-JARC, Winston-Salem Urban League will relinquish reimbursement awards to be redistributed to subrecipients in need of further funding. Horizons could not meet the intended uses of the funding, while CTP and the Urban League were affected by COVID-19.
- The attached tables reference what subrecipients are having their funds redistributed, as well as which subrecipients will be receiving further funds for future reimbursement. This item is being brought to TAC as a group so many reallocations can take place at one time and make way for further and more efficient reallocations as needed.
- Alex Rotenberry asked how this project allocation process works?
- Matt Duchan replied that every year there is a call for projects where subrecipients can apply for the funds. They are awarded by how they scored on the application and meeting specific criteria, and this is also reviewed by a third party. These subrecipients were unable to spend these monies due to the pandemic and other circumstances and we need to reallocate them and close out these accounts.
- Alex Rotenberry asked if the other subrecipients of that fiscal year award would be the one to receive the reallocation funds.
- Matt Duchan replied, yes.
- Alex Rotenberry asked if the match was 80/20?
- Matt Duchan replied that JARC is 50/50 and 5310 is 80/20.

MOTION: Mark Kirstner

SECOND: Kirk Ericson

FOR: Unanimous

AGAINST: None

6. Consideration of the Federal Transit Administration (FTA) Formula Program Section 5307 Funding Allocations for Winston-Salem Urban Area for Fiscal Year 2022 and Plans to

Amend the Fiscal Year 2021-2030 Metropolitan Transportation Improvement Program (MTIP) for Operating and Capital Assistance

Presented by Matthew Duchan

- 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. FTA announced an allocation of \$6,703,372 for Fiscal Year 2022.
- There currently are three (3) transit agencies in the MPO eligible to receive 5307 funding based upon data reported to the National Transit Database (NTD): Davidson County Transportation, Piedmont Authority for Regional Transportation (PART), and Winston-Salem Transit Authority (WSTA). The number of eligible agencies may increase in future years. 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 will be distributed in accordance with the percentages developed by FTA as shown in Table 3A. Based upon percentages in that table it is recommended that Davidson County Transportation (DCTS) receive \$240,738, Piedmont Authority for Regional Transportation (PART) receive \$746,080, Winston-Salem Transit Authority (WSTA) receive \$5,661,554, and \$55,000 be used for traditional 5307-JARC programs.
- Each year, MPO staff shall coordinate a joint allocation meeting with eligible agencies to confirm that the funding identified can be used by the agency and staff will use that information for recommendation to the TAC for final approval and distribution. MPO staff coordinated a meeting with the three transit agencies and all three agreed with the funding recommendations provided. Staff will also recommend approval of an amendment to the Metropolitan Transportation Improvement Program (MTIP).

MOTION: Nasser Rahimzadeh

SECOND: Donna Woodson

FOR: Unanimous

AGAINST: None

7. Consideration of the FY 2022 Federal Transit Administration (FTA) Section 5339 Bus and Bus Facilities Grant Program Funding Allocation for the Winston-Salem Urban Area and Amending the Metropolitan Transportation Improvement Program (MTIP)

Presented by Matthew Duchan

- 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 21st 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 \$556,276 in FY 2022.

- The Winston-Salem Transit Authority (WSTA) is requesting to use the available funds to purchase three (3) TransAid Vans to replace aging fleet and the remaining funds for transit facility rehabilitation projects and capital maintenance.
- The public participation period will be held for 30 days between May 23 and June 23, 2022. There were no comments received.
- In order for WSTA to have these funds available, the steps to follow include approval by the Transportation Advisory Committee (TAC), programming and amending of the Metropolitan Transportation Improvement Program (MTIP) and the 2020-2029 State Transportation Improvement Program (STIP), and submission to FTA.

MOTION: Kelly Garvin

SECOND: Nasser Rahimzadeh

FOR: Unanimous

AGAINST: None

8. Review of an Amendment to the Winston-Salem Urban Area Fiscal Year 2020-2029 Metropolitan Transportation Improvement Program (MTIP) to Adjust Surface Transportation Block Grant - Direct Attributable (STBG-DA) Funding for Projects in the Village of Clemmons.

Presented by Matthew Burczyk

- The Village of Clemmons is requesting additional funding for two sidewalk projects along Harper Road: EB-5960 and EB-6040. The scope of these projects includes the design and construction of sidewalk from Frank Morgan Elementary School to the Jerry Long YMCA and from Village point Drive to East of the I-40 interchange, respectively. Both projects were evaluated, recommended, and approved for STBG-DA funding in previous years by the Winston-Salem Urban Area Metropolitan Planning Organization (WSUAMPO) Transportation Advisory Committee (TAC).
- The Village of Clemmons wishes to transfer all Surface Transportation Block Grant - Direct Attributable (STBG-DA) funding from Project U-4741PE (Highway 158 Sidewalk and Yadkin River Greenway, Phase I) to the above mentioned projects. The Village of Clemmons would like to transfer \$738,640 in federal funds from U-4741PE to EB-6040 and \$1,371,760 in federal funds from U-4741PE to EB-5960. The proposed total federal funding amounts for EB-6040 and EB-5960 are \$1,269,840 and \$2,371,760, respectively.
- The Village of Clemmons has provided the following reasons for canceling U-4741PE:
 - Periods of inactivity due to funding uncertainty,
 - Significant increases to the cost of the project, and
 - Potential for road expansion by NCDOT.
- The Village of Clemmons will repay the already-expended STBG-DA amount of \$181,121.38 incurred under U-4741PE. Also, the Village of Clemmons is prepared to contribute \$527,600 to

the projects to account for the twenty percent local match required for the federal funding portion of \$2,110,400.

- Attached are memos from the Village of Clemmons detailing the request to transfer the funds along with maps of the affected projects.
- Nasser Rahimzadeh asked about the inner local agreements with Clemmons and the NCDOT.
- Kelly Garvin reported that that the STIP would first have to be amended and then go back and request an amendment with the State.

MOTION: Nasser Rahimzadeh

SECOND: Mark Kirstner

FOR: Unanimous

AGAINST: None

Information Items for Future Action

9. Review 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 Hunter Staszak

- The Fiscal Year (FY) 2020-2029 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 2045 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 2045 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.
- The attached document describes the additions, deletions, amendments and modifications to the Winston-Salem Urban Area FY 2020 – 2029 MTIP.
- As required by the WSUAMPO’s Public Participation Policy, the amendments and modifications to the FY 2020 – 2029 MTIP were made available for public review and comment for at least thirty (30) days from June 12th, 2022, through July 14, 2022. No comments were received.
- Alex Rotenberry asked if the MTP would also have to be amended?

- Kelly Garvin replied that this is only regarding the MTIP.
- Suzette Morales stated that Winston Salem no longer needs to complete conformity reports. Going forward the air quality conformity reports, will no longer need to be included
- Kelly Garvin said that we will make sure to remove this.

10. Review of the Program Management Plan Update for Reporting, Managing and Overseeing FTA Section 5310 and 5307-JARC Grant Funds in the Winston-Salem Urban Area Metropolitan Planning Organization (WSUAMPO).

Presented by Matthew Duchan and Patrick McDonough

- This Program Management Plan (PMP) is the document that describes the Winston-Salem Urban Area Metropolitan Planning Organization’s (WSUAMPO) policies and procedures for administering the Federal Transit Administration (FTA) Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310). FTA has defined the goal of the Seniors and Individuals with Disabilities Program in FTA Circular C 9070.1G, “to improve mobility for seniors and individuals with disabilities throughout the country by removing barriers to transportation services and expanding the transportation mobility options available.” Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities.
- The WSUAMPO also utilizes the Program Management Plan to manage Section 5307-JARC (Job Access and Reverse Commute) funds similarly to that of 5310. JARC funds enable low-income communities to access employment and educational opportunities via human services coordinated transit.
- The Program Management plan was developed through consulting with HDR which included assessing and analyzing the grant management and oversight processes, along with the overall functions of 5310 and 5307-JARC programs within the greater transit contexts in the urban area.

11. Review of the Coordinated Public Transportation-Human Services Transportation Coordination Plan Update for the Winston-Salem Urban Area Metropolitan Planning Organization (WSUAMPO).

Presented by Matthew Duchan and Patrick McDonough

- Federal transportation law requires that the Winston-Salem Urban Area Metropolitan Planning Organization (WSUAMPO) develop a locally Coordinated Public Transportation-Human Services Transportation Plan (CPT-HSTP). The purpose of a CPT-HSTP is to improve transportation services for persons with disabilities, older adults, and low-income individuals through a better coordinated transportation system. CPT-HSTPs coordinate public transit, paratransit, and transit services provided by local agencies and non-profits.
- Federal law also requires that the plan be developed locally “through a process that includes representatives of public, private, and non-profit transportation and human services providers and

participation by the public.” Plan updates are mandatory every five years to identify needs of the transportation disadvantaged. Additionally, the CPT-HSTP will help guide decision making and the selection of transit projects supported by FTA funds.

- The CPT-HSTP update was developed through consulting with HDR which included an intensive public outreach process, extensive existing conditions and mapping analyses, and identification of major goals for human services transportation in WSUAMPO.
- Patrick McDonough with HDR gave a detailed presentation on the CTP-HSTP.
- Alex Rotenberry asked Patrick if the IIJA would affect the plans going forward?
- Patrick McDonough said that there could be increases.
- Alex Rotenberry asked if there are any micro transit discussions going on right now?
- Patrick McDonough responded that there are a few test pilots going on right now in the Raleigh /Durham area with Uber and Lift and GoDurham is currently testing an ADA vehicle in a geofencing area. They are also working on a Transit Study with WSTA, and this will be one of the topics that they will include in the study.
- Suzette Morales asked if in the plan there emergency preparedness plans included.
- Donna Woodson replied that yes, that staff coordinates with the City Emergency Management Department to provide services in emergency situations, when needed.

12. Review of an Amendment the Fiscal Year 2022-2023 Unified Planning Work Program (UPWP) for the Winston-Salem Urban Area Metropolitan Planning Organization (WSUAMPO).

Presented by Kelly Garvin

- 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.
- On March 17, 2022 the Transportation Advisory Committee (TAC) adopted the FY 2022-2023 UPWP. Per our Federally Funded Projects Methodology 5% of the total available Direct Attributable (DA) funds, (or \$843,731 for this call), is allocated to planning studies. These funds were included in the DA call for projects the TAC approved for the allocation of additional planning reserve funds in the UPWP at the May 19, 2022 meeting.
- Staff is recommending that \$52,000 of these funds be used for the Davidson County Transportation’s (DCT) Community Transportation Service Plan Update. DCT would be responsible for the match of \$13,000 making the project total of \$65,000.
- Staff also recommends that the Village of Clemmons’ Pedestrian Plan be moved from FY 2021-2022 to FY 2022-2023 since the project has been delayed.

Staff Reports

8. MPO Staff Reports

a. NCDOT Division 9 Transportation Projects Update

Presented by Pat Ivey

- NCDOT is having issues receiving ductile iron pipe and this is slowing project progress. Beltway section AB and EB and B5770 are affected by this procurement issue.
- SPOT safety project underway on Transeau Road and Yadkinville Road, the construction of the turning lane should be complete by the time school starts back this fall.
- The Beltway project DNF is scheduled to open to traffic later this fall.
- SPOT safety project on University Parkway and Cherry Street basically stopped due to having to upgrade a drainage pipe and cannot get materials.
- Additional funding to this year's budget was received from the sales and use tax transfers. This will help with the STIP and the draft. We are waiting on revised revenue forecast. Will have more information coming soon.

b. WSUAMPO Transportation Project Update

No Update

c. NCDOT Transportation Planning Update

Presented by Pam Cook

- Pam Cook introduced herself and her contact information is in the newsletter.

d. NCDOT Integrated Mobility Division

Presented by Alex Rotenberry

- Next Wednesday August 2nd will have our quarterly webinar. I have included this in the chat box and Kelly Garvin will send this out to members. This will include what we are working on such as the multimodal planning grants, bicycle helmet initiatives and things of that sort.
- I have also included, in the chat a list of websites that are for transit funding sources for your use.

e. Federal Highway Administration

Presented by Suzette Morales

- Census update – urban area is re-adjusted, and she will send out the new shape file.
- Bridge Investment Program Grant deadline August 9th, and the other bridge grant deadline is September 8th. There is a Planning grant which the deadline is July 25th. Safe Streets for All grant

are due September 15th. Re-Connecting Communities Pilot Program deadline is October 13th.

f. Piedmont Triad Regional Council of Governments Update

No Update

g. Forsyth County OEAP Air Quality Update

No Update

h. Bicycle and Pedestrian Facilities Projects Update

Presented by Matthew Burczyk

- Great Trails State Plan is on the NCDOT website. Our MOP is featured as a potential spine in this plan and may impact plans and projects. It is worth looking at.

i. Winston-Salem Transit Authority (WSTA) Update

No Update

j. Piedmont Authority for Regional Transportation (PART) Update

Presented by Mark Kirstner

- Household Travel Survey has kicked off and we will need all your help to campaign and post on your municipality's website.
- Scenario Planning and Growth Allocation Project. There is a workshop that each of you have been invited to attend.

k. Davidson County Transportation (DCT)

Presented by Richard Jones

- FTA application is almost complete.

l. Title VI Compliance Update

No Update

m. MPO Calendar of Activities

No Update

n. Ethics Liaison

No Update

o. Moving Times Newsletter

No Update

9. Next Meeting/Adjourn Meeting

- Toneq' McCullough reminded members that the next meeting would be in-person, September 15, 2022. It will be held at the Joycelyn V. Johnson Municipal Services Center, Suite 122. This facility is located on Lowery Street.
- Next TCC meeting will be September 15, 2022.

ADJORNMENT: 3:38 pm