

**MINUTES  
WINSTON-SALEM URBAN AREA  
TECHNICAL COORDINATING COMMITTEE (TCC)**

**September 15, 2022**

**2:00 P.M.**

**JOYCELYN V. JOHNSON MUNICIPAL SERVICES CENTER, SUITE 122**

**MEMBERS PRESENT:**

Jordan Payne, Sr. Environmental Specialist, Forsyth County Air Quality  
Andy Bailey, Urban Area Coordinator, NCDOT  
Fred Haith, 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  
Scott Snow, Manager, Walkertown  
Stacey Tolbert, Town Planner, Lewisville

**PRESIDING:** Jeff Fansler, Vice 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  
Brenda King, Transportation Finance Manager, WSDOT  
Laura Whitaker, Administrative Secretary, WSDOT  
Janice Hillanbrand, Budget & Performance Management  
Richard Jones, Transportation Manager, Davidson County  
Phillip Craver, Corridor Engineer, NCDOT Division 9  
Alex Rotenberry, Regional Planner II, NCDOT  
Suzette Morales, PE, Planning and Environment Specialist, FHWA

**RECORDING SECRETARY:** Laura Nixon, WSDOT

**OTHERS:**

Larry Bell, TV13

Jeff Fansler welcomed all members to the meeting. He stated that he would be conducting the meeting for Chairman Toneq' McCullough. Ms. McCullough had planned to be out of the office. Mr. Fansler then requested that Kelly Garvin, TCC Secretary, take roll call.

Vice Chairman Fansler read the Ethics Awareness and Conflict of Interest Statement.

**1. Public Comments.**

- No one present

**Action Items**

**2. Consideration of the July 21, 2022, TCC Meeting Minutes.**

Presented by Jeff Fansler.

MOTION: Kirk Ericson

SECOND: Fred Haith

VOTE:

FOR: Unanimous

AGAINST: None

**3. Consideration of an Item to Allow Remote Participation Policy 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 (TAC) and Technical Coordinating Committee (TCC), 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 allows, upon majority vote, the TAC (and TCC) to continue to meet remotely, as a committee, until further notice.

MOTION: Nasser Rahimzadeh

SECOND: Scott Snow

VOTE:

FOR: Unanimous

AGAINST: None

**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 was adopted by the TAC on November 19, 2020.
- 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. 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 were made available for public review and comment for at least thirty (30) days from June 12, 2022 through July 14, 2022. No comments were received.

MOTION: Kirk Ericson

SECOND: Fred Haith

FOR: Unanimous

AGAINST: None

**5. Consideration 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

- 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.

MOTION: Kelly Garvin

SECOND: Fred Haith

FOR: Unanimous

AGAINST: None

**6. Consideration 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

- 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.

MOTION: Nasser Rahimzadeh

SECOND: Scott Snow

FOR: Unanimous

AGAINST: None

**7. Review of an Amendment to 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 the reserve 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 \$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.

MOTION: Nasser Rahimzadeh

SECOND: Donna Woodson

FOR: Unanimous

AGAINST: None

### **Information Items for Future Action**

#### **8. 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 was adopted by the TAC

on November 19, 2020.

- 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. 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. Per the public participation policy, the amendments and modifications were made available for at least thirty (30) days. Amendments and modifications for July were made available for public comment between July 21, 2022 and August 23, 2022. Amendments and modifications for August were made available for public comment between August 12, 2022 and September 14, 2022. The addition to the MTIP programming ICAM funds will be made available for public review for 30 days from September to October.

**9. Review of an Amendment to 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. The City of Winston-Salem is seeking additional funds for 2 projects:
- \$240,000 for the University Parkway (SR 4000)/Polo Road Interchange Feasibility Study
- \$240,000 for the update to the MPOs Metropolitan Transportation Plan
- The City would be responsible for the match of \$60,000 per project making the total for each project \$300,000.
- Staff is recommending that this funding come from available unused Surface Transportation Block Grant funds from previous years.

- A discussion occurred regarding the MTP and how often it is updated
- Andy Bailey stated that his understanding was that it was to be updated every 5 years.
- Suzette Morales said that she would review and report back to the committee.
- Nasser Rahimzadeh asked at what date do you no longer accept amendments to the UPWP?
- Andy Bailey replied mid-April.

**10. Review of an Update to the Congestion Management Process for the Winston-Salem Urban Area Metropolitan Planning Organization (WSUAMPO).**

Presented by Hunter Staszak

- The Congestion Management Process (CMP) is a systematic and regionally accepted approach for managing congestion that provides accurate, up-to-date information on transportation system performance, and assesses alternative strategies for congestion management that meet state and local needs. All metropolitan planning organizations serving populations of 200,000 or more persons are required to submit a Congestion Management Process. The Congestion Management Process was part of the 2045 Metropolitan Transportation Plan Update, which the Winston-Salem Urban Area Metropolitan Planning Organization (WSUAMPO) approved on November 19, 2020.
- After approval, the Congestion Management Process is subject to review by the Federal Highway Administration (FHWA). On January 7, 2021, staff received instruction from the agency on components of the plan that would need to be updated to bring it into compliance with 23 CFR 450.322. 23 CFR 450.322(d) outlines the six requirements for a fully compliant CMP.
- FHWA’s review yielded recommendations for three key components of the CMP:
  1. While WSUAMPO identified several implementable strategies, none documented the expected benefits of those projects on the network.
  2. While WSUAMPO identified horizon years for implementation, none identified the likely responsible parties for implementation of the projects (municipality, state, etc.), nor possible funding sources.
  3. WSUAMPO’s Congestion Management Process (CMP) did not include any language that described the process for a periodic assessment of strategies, in terms of the area’s performance measures.

**11. Review of an Item to Program Additional Surface Transportation Block Grant Direct Attributable (STBG-DA) Funding for Williams Road Improvements (U-5617)**

Presented by Kelly Garvin

- The Town of Lewisville wishes to add some improvements on Williams Road from Shallowford Road to Williams Road/US 421. The TAC awarded the town of Lewisville \$1,195,744 in STBG-DA funds during the 2016 call for project with the match of

\$298,936 for a total of \$1,494,680.

- Recent construction bids, however, exceeded the project budget. As a result, the Town of Lewisville is requesting an additional \$1,687,463 in STBG-DA funds. The total federal funding amount for the project will be \$2,883,207. The Town Lewisville is committed to providing the required 20% local match, totaling \$720,801.75. The additional funding is available in the MPO's STBG-DA/STBG Flex reserve allocation, created to address situations involving project funding deficits. However, if this funding request is approved, the reserve funds will be depleted until future funds are received in 2024.
- Upon approval by the TAC this request would amend the MTIP.
- Chris Jensen asked if the reserve would be increased next year.
- Kelly stated that a 10% reserve is the norm. She also recommended that members to be prepared for the next call for projects.
- Scott Snow asked if this was project was already out to bid?
- Kelly responded, yes it was.
- Alex Rotenberry asked about the process, after the call for projects and requesting additional funding.
- Kelly Garvin replied that additional funding was based on a first come first serve basis.

## **Staff Reports**

### **7. MPO Staff Reports**

#### **a. NCDOT Division 9 Transportation Projects Update (Fred Haith)**

- Fred Haith distributed handouts to all members for review. Informed members if they had any questions or concerns, to please contact him, that Jeff Turner was no longer the contact.
- Division 9 will be hosting a draft STIP meeting that will include a cheat sheet for your use. It will cover the process and the swap section for projects that didn't make the list.
- Phillip Craver also mentions that NCDOT would be meeting with WSMPO second week of October to go over P6, P7 and STIP. He also mentioned that they could schedule individual meetings as well.

#### **b. WSUAMPO Transportation Project Update (Kelly Garvin)**

No questions for staff.

#### **c. NCDOT Transportation Planning Update (Andy Bailey)**

- Andy Bailey stated that WSMPO had adopted the NCDOT BOT suggested guidelines for the CTP.

#### **d. NCDOT Integrated Mobility Division (Alex Rotenberry)**

- Alex Rotenberry informed members the Trails Program is open, and that applications are



due in February 2023.

- There is a new tool called Equality Trans for members to use. This is a map base tool. Disadvantage Screening tool that covers the entire state. He will have presentation for members later.

**e. FHWA Update (Suzette Morales)**

- Suzette Morales informed members that due to the US census there would be new definitions for Urban Areas forthcoming.
- There will also be new boundaries for MPO's coming out in December 2022.
- There is a Q & A section online if you need to view it.

**f. Piedmont Triad Regional Council of Governments Update (Carter Spalding)**

No questions for staff.

**g. Forsyth County OEAP Air Quality Update (Cary Gentry)**

No questions for staff

**h. Bicycle and Pedestrian Facilities Projects Update (Matthew Burczyk)**

- Matthew Burczyk advised everyone to review the Moving Times and review the RAISE grant that the City of Winston Salem received. There will be money for several years to come, so please ask WSMPO for any assistance that you need.

**i. Winston-Salem Transit Authority (WSTA) Update (Donna Woodson)**

No questions for staff.

**j. Piedmont Authority for Regional Transportation (PART) Update (Scott Rhine)**

No questions for staff.

**k. Davidson County Transportation (DCT) (Richard Jones)**

- Richard was pleased to announce that DCT was close to completing their application to become an FTA direct recipient.

**l. Title VI Compliance Update (Marlene Davis)**

No questions for staff.

**m. MPO Calendar of Activities (Hunter Staszak)**

- Hunter Staszak reminded all members that the NC Transportation Summit would be held on the same date as the January 2023 TCC/TAC meeting and that a schedule change would be necessary.

**n. Ethics Liaison (Kelly Garvin)**

- Kelly Garvin wanted to encourage all members and jurisdictions to participate in and share, on their social media sites. PART's new launch of "Triad Travel Counts" Regional Household Travel Survey. This information will be used in our models and the better the information the better the outcome for all.

**8. Next Meeting/Adjourn Meeting**

- Next TCC meeting will be November 17th, 2022.

**ADJOURNMENT: 3:00 pm**