



Technical Committee Meeting Agenda

Wednesday, October 27, 2021

9:00 AM

Teleconference

101 City Hall Plaza
Durham, NC 27701

1. Roll Call
2. Adjustments to the Agenda
3. Public Comment

CONSENT AGENDA

4. **Approval of the September 22, 2021 TC Meeting Minutes** [21-178](#)

A copy of the September 22, 2021 meeting minutes is enclosed.

TC Action: Approve the minutes of the September 22, 2021 TC meeting.

Attachments: [2021-10-27 \(21-178\) 9.22 TC Minutes](#)

5. **Transportation Improvement Program Amendment #8** [21-175](#)
Anne Phillips, LPA Staff

The MPO Board released Transportation Improvement Program (TIP) Amendment #8 for public comment at their October meeting. The public comment period was advertised on the MPO's website and on the MPO's social media channels. An ad will also be placed in the Herald Sun. So far, no comments have been received.

Transportation Improvement Program (TIP) Amendment #8 primarily consists of projects that have been amended in the State Transportation Improvement Program (STIP) by NCDOT, and therefore need to be amended in the DCHC MPO TIP.

TIP Amendment #8 also includes the CMAQ funding that the Town of Chapel Hill received for Estes Drive (C-5179) during the FY 22 Call for Projects.

TC Action: Recommend that the MPO Board approve TIP Amendment #8.

Board Action: Approve TIP Amendment #8.

Attachments: [2021-10-27 \(21-175\) TIP Amendment #8 Summary Sheet](#)
[2021-10-27 \(21-175\) TIP Amendment #8 Resolution](#)
[2021-10-27 \(21-175\) TIP Amendment #8 Full Report](#)

6. FY22 UPWP Amendment #1 - Town of Carrboro (5 minutes) [21-179](#)**Mariel Klein, LPA Staff****Zachary Hallock, Town of Carrboro**

FY22 UPWP Amendment #1 proposes to move funds from Task III-D-2 (Environmental Analysis and Pre-TIP Planning) to reduce the Task to zero due to an error made in FY22 UPWP development that mistakenly allocated funds to this Task line after the Town of Carrboro requested the funds in Task III-D-3.

Task III-D-3 will be increased an equivalent amount, as it did not receive its requested allocation in the published FY22 UPWP.

TC Action: Recommend that the MPO Board approve FY22 UPWP Amendment #1

Board Action: Approve FY22 UPWP Amendment #1

Attachments: [2021-10-27 \(21-179\) UPWP Amendment #1 Resolution](#)
[2021-10-27 \(21-179\) MPO Composite Funding Table Amendment #1](#)

7. S-Line Letter of Support -- CRISI 2021 (5 minutes) [21-187](#)**Kayla Peloquin, LPA Staff**

NCDOT is currently pursuing a Consolidated Rail and Infrastructure and Safety Improvements (CRISI) grant to conduct preliminary engineering for infrastructure improvement and construction of the S-Line rail corridor. The S-Line will run from Raleigh, North Carolina to Richmond, Virginia and would fully connect the Southeast Corridor rail network. NCDOT has asked stakeholders to provide a letter of support for the S-Line project.

TC Action: Recommend that the Board authorize the Board Chair to sign the S-Line letter of support.

Board Action: Authorize the Board Chair to sign the S-Line letter of support.

Attachments: [2021-10-27 \(21-187\) S-Line Letter of Support](#)

ACTION ITEMS

8. Federal Funding Policy Update (15 minutes)[21-176](#)**Anne Phillips, LPA Staff**

The MPO Board released the draft Federal Funding Policy for public comment at their October meeting. The public comment period was advertised on the MPO's website and on the MPO's social media channels. An ad will also be placed in the Herald Sun. So far, no comments have been received.

During the FY22 Call for Projects, the MPO Board directed LPA staff to review and update the Policy Framework for DCHC MPO Federal Funds, last updated in 2015. The federal funding policy guides the distribution of federal funds that flow through the MPO such as Surface Transportation Block Grant Direct Attributable (STBGDA), Transportation Alternatives Program (TAP), and Congestion Mitigation and Air Quality Improvement (CMAQ).

TC Action: Recommend that the MPO Board adopt the Federal Funding Policy.

Board Action: Adopt the Federal Funding Policy.

Attachments: [2021-10-27 \(21-176\) Federal Funding Policy Draft](#)
 [2021-10-27 \(21-176\) Federal Funding Policy Overview](#)
 [2021-10-27 \(21-176\) Federal Funding Policy Compiled Comments](#)

9. Surface Transportation Block Grant - Direct Attributable (STBG-DA) and Transportation Alternative Program (TAP) Funding Distribution for FY23 (5 minutes)[21-185](#)**Mariei Klein, LPA Staff**

On October 14, 2015, the MPO Board approved the formula and policy to distribute STBG-DA and TAP funds to subrecipients for fiscal years 2017 through 2025 with the expectation that each year, prior to development of the next year's Unified Planning Work Program (UPWP), the actual STBG-DA and TAP allocation to the DCHC MPO would be entered into the formula as would the most recent certified National Transit Database (NTD) data (to be used in calculating the distribution to transit agencies). Attached is a table with the FY23 STBG-DA and TAP funding available to the MPO and the allocation resulting from the formula. Approval of this allocation will commence the FY23 UPWP development as agencies may choose to use the allocation for planning purposes, and thus must program funds in the FY23 UPWP. The FY23 UPWP development schedule is also attached.

TC Action: Recommend the Board approve the FY23 distribution of STBG-DA and TAP funds.

Board Action: Approve the FY23 distribution of STBG-DA and TAP funds.

Attachments: [2021-10-27 \(21-185\) FY23 STBG and TAP Distribution Table by Agency](#)
 [2021-10-27 \(21-185\) UPWP Development Schedule](#)

10. Advanced Notification of FY23 Call for Projects (10 minutes)[21-184](#)**Anne Phillips, LPA Staff**

During the FY22 Call for Projects, the MPO Board directed LPA staff to review and update the Policy Framework for DCHC MPO Federal Funds in time for the FY23 Call for Projects. The federal funding policy guides the distribution of federal funds that flow through the MPO such as Surface Transportation Block Grant Direct Attributable (STBGDA), Transportation Alternatives Program (TAP), and Congestion Mitigation and Air Quality Improvement (CMAQ).

The MPO Board is expected to adopt an updated Federal Funding Policy at their November meeting. The updated policy creates one funding pool, Regional Flexible Funding (RFF), which consists of CMAQ, STBGDA, and TAP funding. CMAQ applications are due to NCDOT on February 28, 2022, and will therefore drive the overall schedule for the FY23 Call for Projects.

LPA staff is providing information about the FY23 Call for Projects, including funding availability and schedule, so that agencies may identify project submittals and begin preparing applications before the official FY23 Call for Projects is issued on November 15, 2021.

TC Action: Receive advanced notification of the FY23 Call for Projects.

Board Action: Receive advanced notification of the FY23 Call for Projects.

Attachments: [2021-10-27 \(21-184\) Advanced Notification of FY23 Call for Projects](#)

11. UPWP Prospectus for Continuing Transportation Planning for the DCHC MPO[21-181](#)**Mariel Klein, LPA Staff****Aaron Cain, LPA Staff**

The Unified Planning Work Program (UPWP) Prospectus outlines the scope of work to be undertaken annually by DCHC MPO. This Prospectus is intended to illustrate the relationship between adopted goals, objectives and program activities. It outlines the general nature of these program elements, which are summarized by general categories, and are referenced to specific projects by project number. Planning activities, products and a budget is provided for each program element. It provides the agency structure, committee memberships and key interagency agreements. Primarily a management tool for planning and coordination, it also provides the basis for cataloging and integrating DCHC MPO's activities into general categories. It delineates the programmatic and fiscal relationships essential for internal planning and programming.

An update of the UPWP Prospectus has not occurred for several years, and was requested to bring UPWP tasks better into line with MPO goals and objectives. This prospectus will drive work programmed in the UPWP.

TC Action: Approve the UPWP Prospectus to be implemented in the development and execution of the FY22-23 UPWP.

Board Action: Adopt the UPWP Prospectus resolution for implementation in the development and execution of the FY22-23 UPWP.

Attachments: [2021-10-27 \(21-181\) UPWP Prospectus](#)
 [2021-10-27 \(21-181\) Prospectus UPWP Funding Table](#)
 [2021-10-27 \(21-181\) Prospectus Resolution](#)

12. Authorization for New Planner Position (10 minutes)[21-183](#)**Aaron Cain, LPA Staff**

For several years the administrative duties for the MPO have been performed by either part-time employees or temporary staff obtained through an agency. Due to the current job market, as well as additional planning staffing needs, the MPO requests authorization for an additional full-time (FTE) planner to conduct these duties. The staff recommendation is for this FTE to be an entry-level planner position.

There are sufficient funds within the MPO's budget to accommodate the requested FTE. No additional local match from our contributing local jurisdictions will be required to fulfill the request.

The attached memo provides further justification for the request.

TC Action: Recommend that the Board authorize an additional FTE for a Planner position.

Board Action: Authorize LPA staff to begin the process to add a new FTE for a Planner position.

Attachments: [2021-10-27 \(21-183\) MPO Additional FTE Justification Memo](#)

13. Signatory Authority for Acting MPO Managers (5 minutes)[21-186](#)**Bill Judge, City of Durham**

With the effective retirement of DCHC MPO Manager Felix Nwoko on October 8, the City of Durham, as the lead planning agency, recommends that the DCHC MPO Board appoint two acting managers to fill that role until a new manager has been hired. Yanping Zhang will oversee technical personnel and projects for the MPO, and Aaron Cain will manage planning efforts and personnel.

Per direction of the City Attorney, Board action is necessary to grant authority to sign documents on behalf of Felix and the MPO until such time as his replacement starts work for DCHC MPO. The additional authority will allow both of them to sign items which have been reviewed and prepared by MPO staff, and for either to sign documents on behalf of the MPO, including but not limited to contracts, reimbursement requests, and invoices.

TC Action: Recommend that the Board grant Yanping Zhang and Aaron Cain signatory authority for DCHC MPO until a new manager is in place.

Board Action: Grant Yanping Zhang and Aaron Cain signatory authority for DCHC MPO until a new manager is in place.

14. COD Application for FTA Buses and Bus Facilities Grant (10 minutes) 21-188**Evian Patterson, City of Durham****Sean Egan, City of Durham**

The City of Durham is pursuing funding under the 5339(b) Grants for Buses and Bus Facilities Program to advance construction to improve the Durham Station Transportation Center (Durham Station), providing functional improvements that address space needs, safety concerns, maintenance issues, and user-experience enhancements. Current transit facilities are inadequate for the robust level of transit ridership at Durham Station. The proposed project includes improvements to the bus island, including providing additional shade and weather protection through expanded canopies, restrooms, additional seating, and a new customer service security kiosk. In addition to the bus island, the improvements would relocate the kiss-and-ride location to optimize the existing site, provide needed pavement repairs, and increase the number of bus bays from 20 to 28, allowing for increased transit service. Construction of these improvements will help advance the City's Racial Equity vision and will improve the quality of life, access to transit and health of Durham residents. The City of Durham seeks MPO support to pursue federal funding to advance this project and request consideration for agenda item at the upcoming Board meeting. **Application Deadline: November 19, 2021.**

TC Action: Recommend the Board authorize the MPO Board Chair to sign the letter of support for the COD FTA Buses and Bus Facilities Grant.

Board Action: Authorize the MPO Board Chair to sign the letter of support for the COD FTA Buses and Bus Facilities Grant.

Attachments: 2021-10-27 (21-188) COD Request for MPO Letter of Support for FTA Grant
2021-10-27 (21-188) Executive Summary - Durham Station Transportation Cent
2021-10-27 (21-188) Draft Letter of Support_GoDurham Bus and Bus Facility N

REPORTS FROM STAFF:**15. Report from Staff** [21-107](#)

TC Action: Receive report from Staff.

Attachments: [2021-10-27 \(21-107\) LPA staff report](#)

16. Report from the Chair [21-108](#)**Ellen Beckmann, TC Chair**

TC Action: Receive report from the TC Chair.

17. NCDOT Reports[21-109](#)

Brandon Jones (David Keilson), Division 5 - NCDOT
Wright Archer (Pat Wilson, Stephen Robinson), Division 7 - NCDOT
Patrick Norman (Bryan Kluchar), Division 8 - NCDOT
Julie Bogle, Transportation Planning Division - NCDOT
John Grant, Traffic Operations - NCDOT
TC Action: Receive reports from NCDOT.

Attachments: [2021-10-27 \(21-109\) NCDOT Reports](#)

INFORMATIONAL ITEMS:

Adjourn

Next meeting: November 17, 9 a.m., meeting to be held via teleconference

Dates of Upcoming Transportation-Related Meetings: None