

**MINUTES  
WINSTON-SALEM URBAN AREA  
TRANSPORTATION ADVISORY COMMITTEE (TAC)  
FEBRUARY 16, 2017  
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  
Denise Adams, Council Member, City of Winston-Salem  
Allen Joines, Mayor, City of Winston-Salem  
Mark Baker, Mayor, Village of Tobaccoville  
Brent Rockett, Commissioner, Town of Bethania  
Mike Rogers, Council Member, Village of Clemmons  
John Byrum, Mayor, Town of Midway  
Randy Mendenhall, Mayor Pro Tem, Town of Walkertown  
Zak Crofts, Commissioner, Davidson County  
Ken Rethmeier, Mayor, Town of Bermuda Run  
Tracey Shifflette, Alderman, Town of Kernersville  
Allen Todd, Mayor, Town of Wallburg  
Regina “Nora” Streed, Board Member, WSTA

**PRESIDING:** Mayor Larry Williams, Town of Rural Hall, Chairman

**STAFF PRESENT:**

Mike Stanley, NCDOT  
Joe Geigle, FHWA  
Pat Ivey, NCDOT  
James Upchurch, NCDOT  
Toneq’ McCullough, WSDOT  
Connie James, WSDOT  
Brenda King, WSDOT  
Fred Haith, WSDOT  
Matthew Burczyk, WSDOT  
Byron Brown, WSDOT  
Kelly Garvin, WSDOT  
Morgan Simmons, WSDOT

**RECORDING SECRETARY:** Laura Whitaker, WSDOT

**OTHERS:** Mike Combest, Village of Clemmons  
Rochelle Joseph, Town of Kernersville  
Chris Thompson, Town of Kernersville  
Steve Jarvis, Davidson County

Chairman Larry Williams read the Ethics Awareness and Conflict of Interest Statement.

**1. Citizen Comments**

No one present.

**2. New MPO Staff**

Fred Haith introduced Morgan Simmons the new Transit Planner.

Chairman Larry Williams introduced new committee members Mark Baker with the Village of Tobaccoville and Zak Crofts with Davidson County. Chairman Williams also introduced Alternates Chris Thompson with the Town of Kernersville, Mike Combest with the Village of Clemmons and Steve Jarvis with Davidson County.

**Action Items**

**3. Consideration of the January 19, 2017 TAC Meeting Minutes**

Presented by Chairman Larry Williams.

MOTION: Denise Adams moved approval of the minutes.

SECOND: Allen Todd

VOTE:

FOR: Unanimous

AGAINST: None

**4. Consideration of the Draft WSMPO Federal Functional Classification Process**

Presented by Byron Brown.

- Last month, staff reviewed the process and application being proposed for the Federal Functional Class (FFC) network.
- The FHWA recommends MPOs have an established process for maintaining their local FFC network.
- Currently, the WSMPO does not have a formal process.
- The process being proposed is identical to and has been reviewed by the FHWA and NCDOT processes. FHWA and NCDOT have reviewed our proposed process.
- The Streets and Highway Subcommittee will act as the initial review board, staff will collect and prepare information provided by the applicant, and the TAC will approve all final network changes with a resolution of support that will be submitted to NCDOT and FHWA for review.
- Roadways will be evaluated based on a number of factors including but not limited to: AADT, lane width, multimodal elements, speed limit and surrounding land uses. The factors can be found in the FFC Matrix.
- An open call period will be held March through June every other year.
- The first open call period will be initiated once this process is adopted.

- There have been two changes made to the FFC Matrix, which includes our guidelines for properly classifying a roadway.
  - Removal of “number of lanes” threshold – this is not required by the state or Federal government and is more restrictive than necessary.
  - Addition of divided facilities to Major Collector and Minor Arterials – this allows more flexibility when reviewing roadways in these categories. This change was also agreed to by NCDOT and FHWA.

A discussion ensued regarding freeways versus highways.

A discussion ensued regarding the necessity of a full open call every two years.

MOTION: Dan Besse moved approval.

SECOND: Denise Adams

VOTE:

FOR: Unanimous

AGAINST: None

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

#### **5. Review of the Draft 2017-2027 State Transportation Improvement Program (STIP) Programming Process.**

Presented by Mike Stanley.

- The NCDOT’s transportation plan – called the State Transportation Improvement Program (STIP) – identifies the construction funding and scheduling for transportation projects at the state level over a 10-year period.
- Although federal law requires the plan to be updated every four years, the NCDOT proactively updates it every two years to ensure it accurately reflects the state's current financial situation.
- The Strategic Transportation Investments (STI) law also mandates ongoing evaluation and improvement to ensure the process continues to be responsive to North Carolina's diverse needs.
- This is accomplished through what is known as a "prioritization work group," which is primarily comprised of professional engineers and transportation planners.
- The data-driven process to update the State Transportation Improvement Program for 2017-2027 – called strategic prioritization – began in fall 2015 when NCDOT and local planning organizations gathered public feedback on projects and later submitted projects to be evaluated – or scored – for the plan.
- On December 13, 2016, NCDOT released the results of the “Division Level” Prioritization Process.
- The list of projects at the division level were eligible for inclusion in the draft of the 2017-2027 State Transportation Improvement Program.
- Divisions and planning organizations determined the list based on previously released lists of projects identified for funding at the statewide and regional levels. Previously collected public feedback was also a factor in the division-level list.

- On January 4, 2016, NCDOT released the draft of the 2017-2027 STIP.
- NCDOT will hold a public comment period this spring to seek input on the document.
- The Board of Transportation is expected to approve the Final 2017-2027 State Transportation Improvement Program in June 2017.

**6. Review of the Draft Fiscal Year 2017-2018 Unified Planning Work Program (UPWP).**

Presented by Fredrick Haith.

- Fred distributed a draft Unified Planning Work Program (UPWP) for 2017-18.
- Each year the Winston-Salem Urban Area MPO is required to develop and approve a UPWP.
- The UPWP identifies what transportation planning projects and work tasks will be completed during the fiscal year and the amount of federal and State highway and transit planning funds that will be used to complete the work, plus the required State and local matches.
- This year's plan will be the same as the previous plan.
- The final plan is due to NCDOT by March 31 and will be presented to the TAC at the March committee meeting for adoption.
- Send any comments to, questions or need for additional information to Fred Haith.

**Information Items**

**7. Review of the Winston-Salem Urban Area MPO, 2016 Federal Certification Review.**

Presented by Fredrick Haith

- Pursuant to 23 U.S.C. 134(i)(5) and 49 U.S.C. 1607, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) must certify jointly the metropolitan transportation planning process in Transportation Management Areas (TMAs) at least once every four years.
- The review consisted of a desk review, an on-site review that was conducted Tuesday, November 15, 2016, and a public comment meeting held between 5:00 and 7:00p.m.
- The FHWA and the FTA determined that the transportation planning process of the Winston-Salem Urban Area MPO substantially meets Federal requirements and jointly certify the planning process.
- The review identified one commendation and five recommendations:
  - Commendations:
    1. The MPO is commended for its extensive use of public involvement techniques.
  - Recommendations:
    1. It is recommended that the MPO incorporate the two newest planning factors into the next Metropolitan Transportation Plan (MTP) update.
    2. It is recommended that the MPO develop plans and a timetable for expanding incorporation of performance measures into the overall planning process.
    3. It is recommended that operators of freight be invited to join the TCC.
    4. It is recommended that the MPO work to more fully involve the freight

community in the planning process.

5. It is recommended that the MPO update their Congestion Management Plan (CMP) prior to the next certification review, and time the update such that it can incorporate the applicable performance measures published in the final rule.

- The recommendations are not a requirement.

A brief discussion ensued regarding the newest planning factors.

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

#### **8. MPO Staff Reports**

##### **a. NCDOT Division 9 Transportation Projects Update**

Presented by Pat Ivey.

- Pat distributed a Transportation Alternative Program (TAP) funds handout.
- NCDOT is seeking eligible TAP projects, specifically but not limited to installing and retrofitting curb ramps to current ADA compliance.
- Each NCDOT Division is anticipated to program \$1 million dollars' worth of eligible projects.
- Half of the funds will go to rural areas (population of less than 5,000) and the other half will go to urban areas.

##### **b. Forsyth County OEAP Air Quality Update**

No questions for staff.

##### **c. Bicycle and Pedestrian Facilities Projects Update**

No questions for staff.

##### **d. Winston-Salem Transit Authority (WSTA) Update**

No questions for staff.

##### **e. Piedmont Authority for Regional Transportation (PART) Update**

Presented by James Upchurch.

- The Piedmont Triad Regional Model Team is in the process of hiring a consultant to assess the compatibility of the Regional Model and CommunityViz. CommunityViz is a GIS-based decision support software for regional and local planners.

**f. Title VI Compliance Update**

No questions for staff.

**g. MPO Calendar of Activities**

No questions for staff.

**h. Ethics Liaison**

Chairman Williams reminded the committee that the deadline for State Ethics Compliance is April 15, 2017 and added that anyone with questions should contact Margaret Bessette.

**8. Next Meeting/Adjourn Meeting**

- The next TAC meeting will be held March 16, 2017.

Mike Rogers stated that Larry Kirby, Village Manager of Clemmons, will be retiring on February 27, 2017 and will be greatly missed by the Village of Clemmons.

ADJOURNMENT 5:20 pm