

1                   **NEW BERN AREA METROPOLITAN PLANNING ORGANIZATION**  
2   **CAC MEETING MINUTES**

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4   **September 10, 2015**  
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6   The New Bern Area Metropolitan Planning Organization held its regularly scheduled Citizen  
7   Advisory Committee meeting on Thursday, September 10 at 10:00 AM in the Development  
8   Services Conference Room, 303 First Street.  
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- 10 **Members Present:**                   Dr. Vana Prewitt – Chair  
11   Ms. Tharesa Lee – Vice-Chair  
12   Ms. Kathy Adolph  
13   Dr. Jean Huryn  
14   Mr. Gerard Mackle  
15   Mr. Kevin Reynolds  
16   Mr. Jamara Wallace  
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- 18 **Members Excused:**                   Mr. Jon Olstad  
19   Mr. Ronald Sage  
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- 21 **Members Absent:**                   Mr. Tom Hewitt  
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- 23 **Guests Present:**                   Mr. Don Bryson – VHB  
24   Ms. Candice Andre – VHB  
25   Mr. Dan Thomas – NCDOT – PTD  
26   Ms. Alena Cook – NCDOT – PTD  
27   Mr. Farhan Javed - NCDOT  
28   Mr. Jeff Cabaniss – NCDOT  
29   Ms. Kelly Walker - CARTS  
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- 31 **Staff Present:**                   Ms. Maurizia Chapman – New Bern MPO Administrator  
32   Ms. Kimberly Maxey – New Bern MPO Planner  
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- 36       **1. Call to order:** Chair Prewitt called the meeting to order.  
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38       **2. Roll Call:** Roll-call was taken by Chair Prewitt and a quorum declared.  
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40       **3. Approval of today’s agenda:** Chair Prewitt requested a motion to approve the agenda as  
41       presented if there were no suggested changes.

42       **Motion:** Vice-Chair Lee made a motion to approve the agenda as presented. The  
43       motion was seconded by Ms. Kathy Adolph and passed unanimously.

- 44 4. **Approval of the minutes of the July 9, 2015 meeting:** Chair Prewitt requested a  
45 motion to approve the minutes as presented if there were no suggested changes.

46 **Motion: Ms. Kathy Adolph made a motion to accept July 9 minutes as presented.**  
47 **The motion was seconded by Ms. Jean Huryn and passed unanimously.**  
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- 49 5. **Approval of the Prioritization 4.0 Alternate Criteria for Division 2 and Region B:**  
50 *Maurizia Chapman*

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52 Ms. Chapman relayed this information was discussed at the previous meeting. Division 2  
53 MPO and RPO staff met and elected criteria that differed from the state that was more  
54 pertinent to the area. All groups agreed to modify to meet what is being presented for  
55 approval today.

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57 In order for this to take place, every MPO and RPO within the division must approve. If  
58 anyone does not, it will not be put in effect. For Regional weights, discussion with the  
59 entire region groups was done. Negotiations and discussions were accomplished and all  
60 agreed to what is being presented.

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62 **Motion: Vice-chair Lee made a motion to accept the Prioritization Alternate**  
63 **Criteria as presented, recommending approval by the TAC. The motion was**  
64 **seconded by Ms. Kathy Adolph. Mr. Gerard Mackle abstained from voting. The**  
65 **motion passed.**  
66

- 67 6. **Amendment No. 1 to the NBAMPO FY 2016-2025 Metropolitan Transportation**  
68 **Improvement Program:** *Maurizia Chapman*

69  
70 Ms. Chapman advised when we processed the State Transportation Improvement  
71 Program and Metropolitan Transportation Improvement Program errors were found in the  
72 Transit Portion of the final STIP. In order to have the process work smoothly, we needed  
73 to submit the documents with the errors, creating amendments after approval. One error  
74 required a modification (incorrect TIP number, wrong funding number) and the other was  
75 deleted (repetitive project).

76  
77 This went to the Board of Transportation last week and was approved. In November we  
78 will coordinate with Public Transportation Division and submit to go before Federal  
79 Transit for final processing.

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81 **Motion: Ms. Kathy Adolph made a motion to accept the Amendment No. 1,**  
82 **recommending approval by the TAC. The motion was seconded by Mr. Gerard**  
83 **Mackle and passed unanimously.**  
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89 **7. NBAMPO Human Services Public Transportation Plan (Local Coordinated Plan):**  
90 *Maurizia Chapman*

91  
92 Ms. Chapman advised the Coordinated Public Transportation Plan was provided to  
93 members last week for review. This is not a document that was recreated; it was  
94 modified from an existing plan. The update for CARTS region was done by the Down  
95 East RPO in 2013 as the MPO was being created. Staff consulted with the Public  
96 Transportation Division in Raleigh and agreed to extract the information that applied to  
97 Craven County and put into this document, bring to the boards for approval so CARTS  
98 will be eligible to apply for Grants that come through the State for the portion of their  
99 service area within the Urbanized Area. If we did not have this plan, CARTS would not  
100 be able to apply.

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102 **Motion: Mr. Gerard Mackle made a motion to accept the LCP, recommending**  
103 **approval by the TAC. The motion was seconded by Mr. Jamara Wallace and**  
104 **passed unanimously.**

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106 **8. Indirect Cumulative Effects Analysis as part of the Metropolitan Transportation**  
107 **Plan: VHB**

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109 Ms. Alena Cook introduced two members of the VHB consulting firm who will be  
110 heading the ICE project with the NCDOT and NBAMPO. This information will be  
111 included within the Metropolitan Transportation Plan (MTP).

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113 Mr. Don Bryson provided an explanation of the term ICE, noting it mainly pertains to  
114 Environmental Impacts due to projects. At the project level they also review indirect and  
115 cumulative impacts as a result of projects.

116  
117 Traditionally these impacts are considered towards the end of project planning. This  
118 process would coincide with the development of the project. Benefits would include a  
119 more streamlined process and potentially lower costs from planning for the impacts as  
120 opposed to fixing any issues once a project is underway.

121  
122 Ms. Candice Andre advised her goal is to get the project through regulatory processes to  
123 implementation. Typically ICE Is done during NEPA, which evaluates natural resource  
124 impacts and cultural impacts. One of the drawbacks of the current system means that the  
125 process to get projects implemented takes much longer as these issues are being  
126 addressed.

127  
128 Moving this assessment up to coincide with the planning of a project also gives an  
129 opportunity to revise a project as its being developed, addressing issues as they are  
130 presented up front rather than on the back end of a project. Any type of required Federal  
131 Government approvals including funding and permits need coordination with regulatory  
132 agencies. The public and environmental impacts must show they have been addressed  
133 and evaluated and balanced with best alternative for the projects need.

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Ms. Andre advised the process includes reviewing essential elements which are similar to an MTP. The goal with this ICE study is to have four products that will be provided.

1. Existing Conditions: gives a baseline on all natural, cultural resources that need to be considered during project planning.
2. Future Growth Potential: economic growth, populations projects from plan level
3. ICE Screening: includes plan level, proposed projects, horizon years: 2020, 2030, 2040
4. Best Management Practices Recommendations

All four products will be combined into an assessment with summary that will be incorporated into the NBAMPO MTP.

Mr. Reynolds questioned who the groups are that will be signing documents to initiate processes. Ms. Andre advised there are different documents utilized. Typically the Federal Highway Administration gives funding to the State Department of Transportation for projects. These two departments work together and in some instances, DOT is able to approve documents without enlisting the assistance/approval of FHWA. She noted the key to this is to get all regulatory agencies involved as soon as possible within a project to ensure proper cooperation.

Mr. Reynolds questioned how long this process takes. Ms. Andre advised there are multiple factors that determine how long it takes for a process to be accomplished.

**9. Metropolitan Transportation Plan Update: *Kim Maxey***

Ms. Maxey provided an update on the progress of the MTP. She noted that as mentioned in the ICE presentation, much of that information will be incorporated into the MTP, and as this is not complete at this time, portions of the MTP cannot be written. Currently staff estimates the MTP is about one fourth written. Additionally, there have been some concerns with the model that require satisfying prior to that information being included in the plan as well.

Ms. Maxey relayed that current efforts are available for review, and if anyone is interested to contact her.

**10. Updates:**

**a. Transportation Planning Branch Update: *Farhan Javed, NCDOT TPB***

Mr. Javed provided an update on:

- Working to develop travel demand model to simulate existing travel patterns and forecast changes. This will be used to identify potential projects based on existing roadways and travel demand. Close to finalizing the model.

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b. **CARTS Update:** *Kelly Walker, Transit Director*

- The half-fare price policy and procedures application approved by the Board of Commission, showing who gets it and how it will be implemented.
- Several calls for projects from the State. The Rural Operating Assistance program application for current year was just released and due back to the State October 19. Each county writes their own, so this will be for Craven County. It includes the Rural General Public money, Employment money and Elderly and Disabled Transportation Assistance money.
- Call for projects for 5311 has been released, which is the Community Transportation Program. This provides assistance with administration costs (office rent, salaries). This is due back to the state by November 6, 2015.
- 5310 is a federal grant that comes through the state for Elderly and Disabled and can be used in the rural or urban area. They are strongly considering using these funds towards the urbanized area, as this is the demographic most affected by the price changes. This is due back to the state by November 6, 2015.
- There will be upcoming public hearings for these two grants as well as public outreach meetings.

c. **Division 2 Update:** *Jeff Cabaniss, NCDOT Division 2 Planning Engineer*

Mr. Jeff Cabaniss updated the board on current projects:

- The 43 Connector project is 88% complete and are 30% ahead of schedule.
- The two-bike and ped projects have been awarded to the low bid contractors. In the process of completing paperwork. Projects will begin the end of September and completed in March 2016.
- Intersection in Ernul along Highway 17 is 29% complete. Turn lanes and lights installed.

d. **New Bern Area MPO Update:** *Maurizia Chapman, AICP, NBAMPO Administrator, Kimberly Maxey, MPO Planner*

Ms. Maxey provided updates on:

- Staff held first MPO Spot 4.0 subcommittee meeting.
- Staff attended the regional Active Routes to School meeting in Greenville and are working with Stefanie Keen and Jeff Cabaniss on the Walk to School program in October.
- The MPO is offering two members of each MPO board to attend the Active Routes to School Conference in Chapel Hill in November. The MPO will cover some costs, city and county will cover additional costs for their employees. CAC members will be covered 100%.

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- Began working on the FY 2017 Unified Planning Work Program
  - 225 • Staff participated in a webinar kickoff of the Surgeon General’s
  - 226 Walkability/Roll ability initiative.
  - 227 • Next week staff will participate in Focus Group meetings for the James City
  - 228 Project. There are three meetings per day in various locations beginning
  - 229 Monday thru Thursday. Information is posted on the NBAMPO website as
  - 230 well as Facebook page.
  - 231 • Staff attended the Havelock Bypass public meeting. There was good
  - 232 participation and overall positive consensus in moving forward with the
  - 233 project.
  - 234

235 **11. Discussion:** Mr. Reynolds requested verification that bike lanes will be added to the

236 recently resurfaced Trent Road. Ms. Chapman advised she has received multiple calls

237 about this. She advised at the projects inception she was told they would install

238 thermoplast for the bike lanes rather than painting them. In order to do this, the road

239 needs to cure for a period of time to ensure proper adhesion. The thermoplast has a

240 reflective finish for better visibility and will withstand elements and time more

241 effectively than painting. Ms. Chapman advised she would verify this information.

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243 Mr. Mackle relayed that he is not always comfortable approving documents he doesn’t

244 fully understand. He is, however, comfortable, accepting documents. He would like to

245 confirm that is an appropriate action.

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247 Ms. Chapman replied that this was a discussion previously held during a meeting and

248 confirmed accepting rather than approving is indeed an appropriate action to take before

249 the TAC. She reminded members that if they have questions, MPO staff is available to

250 meet with them and explain documents and/or processes.

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252 **12. Adjournment:** Meeting adjourned at 11:22 a.m.

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258 Dr. Vana Prewitt - Chairman

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Secretary