

1 **NEW BERN AREA METROPOLITAN PLANNING ORGANIZATION**  
2 **CAC MEETING MINUTES**  
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6 **March 9, 2017**  
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8 The New Bern Area Metropolitan Planning Organization held its bimonthly Citizen Advisory  
9 Committee meeting on Thursday, March 9 at 10:00 AM in the Development Services Conference  
10 Room, 303 First Street.  
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12 **Members Present:** Ms. Tharesa Lee – Vice Chair  
13 Mr. Jack Doolittle  
14 Dr. Jean Huryn  
15 Mr. Jon Olstad  
16 Mr. Jamara Wallace  
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18 **Members Excused:** Mr. Tom Hewitt  
19 Mr. Ronald Sage  
20

21 **Members Absent:**  
22

23 **Guests Present:** Mr. Jeff Cabaniss - NCDOT  
24 Ms. Catherine Bryant - NCDOT  
25

26 **Staff Present:** Ms. Kimberly Maxey – New Bern MPO Planner  
27 Ms. Maurizia Chapman via phone – NBAMPO Administrator  
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29

- 30 **1. Call to order:** Vice-Chair Lee called the meeting to order.  
31  
32 **2. Roll Call:** Roll-call was taken by Ms. Maxey. A quorum was declared.  
33  
34 **3. Approval of today’s agenda:** The agenda was approved as presented.

35 **Motion:** Mr. Wallace made a motion to approve the agenda as presented. The  
36 motion was seconded by Mr. Olstad and passed unanimously.

- 37 **4. Election of CAC Chairman and Vice-Chairman:**

38 **Motion:** Mr. Olstad nominated Ms. Lee as Chairman and Mr. Sage as Vice-  
39 Chairman. Ms. Lee accepted the nomination. The motion was seconded by Mr.  
40 Wallace and passed unanimously.

- 41 **5. Approval of the minutes of the October 13, 2016 meeting:** Reading of the minutes  
42 was waived.

43 **Motion:** Mr. Olstad made a motion to approve the October 13, 2016 minutes as  
44 presented. The motion was seconded by Mr. Wallace and passed unanimously.

45 **6. FY 2018 Unified Planning Work Program (UPWP): *Kim Maxey***

46 Ms. Maxey relayed that the UPWP is an annual statement of work identifying the  
47 planning priorities and activities to be carried out within the MPO. This document  
48 includes a description of the planning work and resulting products.

49  
50 Ms. Maxey explained that all MPOs are required to develop this document to govern  
51 work programs for the expenditure of FHWA and FTA planning funds. The NBAMPO  
52 is proposing to submit the same budget amount as last year.

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54 **Motion: Mr. Olstad made a motion to recommend approval to the TAC of the FY**  
55 **2018 UPWP as presented. The motion was seconded by Mr. Olstad and passed**  
56 **unanimously.**

57 **7. Annual Self Certification of 3Cs Planning Process: *Kim Maxey***

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59 Ms. Maxey relayed that MPOs are responsible for maintaining a continuing, cooperative  
60 and comprehensive (3C) transportation planning process, and is undertaken cooperatively  
61 by the states and local governments.

62  
63 This document is an annual requirement to ensure the MPO is meeting all federal  
64 requirements.

65  
66 **Motion: Mr. Wallace made a motion to approve the Annual Self Certification of**  
67 **3Cs Planning Process. The motion was seconded by Mr. Olstad and passed**  
68 **unanimously.**

69  
70 **8. Amendment No. 5 to the FY 2016-2025 Metropolitan Transportation Program: *Kim***  
71 ***Maxey***

72  
73 Ms. Maxey relayed that the Amendment No. 5 includes modifications within the CARTS  
74 system and deletions of previously amended Statewide projects.

75  
76 The State previously allocated funds for specific projects, which the MPO then approved  
77 by Amendment. Upon further review the State realized the projects were already  
78 included in the funding process, so are now removing them from the STIP.

79  
80 **Motion: Mr. Wallace made a motion to approve the Amendment No. 5 to the FY**  
81 **2016-2025 MTP. The motion was seconded by Mr. Olstad and passed unanimously.**

82  
83 **9. Modifications to the FY 2016-2025 Metropolitan Transportation Improvement**  
84 **Program: *Kim Maxey***

85  
86 Ms. Maxey relayed these modifications are required to maintain continuity between the  
87 State TIP and the Local TIP. The modifications include the Havelock Bypass, and US 70  
88 North (construct multi-lane facility). Modifications to the MTIP do not require MPO  
89 approval.

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93 **10. Updates:**  
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- 95 **a. Transportation Planning Branch Update:** *Catherine Bryant, NCDOT TPB*  
96
  - 97 • TPB finished their re-organization process. Ms. Bryant is now also the  
98 representative for DERPO as well as the MPO.
  - 99 • Work continues on the Craven County CTP
  - Model updates continue; gathering school and employment data
- 100
- 101 **b. CARTS Update:** *Kelly Walker, Transit Director*  
102 Ms. Walker was not able to attend.  
103
- 104 **c. Division 2 Update:** *Jeff Cabaniss, NCDOT Division 2 Planning Engineer*  
105 Mr. Jeff Cabaniss provided the following updates:  
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  - 107 • Wheelchair ramp project along First Street will begin soon. The ramps  
108 between Broad Street and Spencer will be done. This is separate from the  
109 First Street Road Diet project.
  - 110 • Trent Road project at Red Robin Lane will take some time due to the  
111 number of utility lines running through this intersection. This intersection  
112 will be closed down for a few months as this project is completed. The  
113 project includes extending a pipe running underground, and will include a  
114 right turn lane addition at the intersection.
  - 115 • Resurfacing projects for Simmons Street and N. Glenburnie will be  
116 completed by Barnhill Construction as soon as possible.
  - 117 • NCDOT held a meeting with the New Bern Board of Alderman, and will  
118 meet with all city officials regarding the projects slated for their area  
119 through the SPOT process to ensure officials want to continue with them,  
120 and if required, have the funds to continue the projects.
- 121 **d. New Bern Area MPO Update:** *Maurizia Chapman, Kim Maxey*  
122
  - 123 • Ms. Maxey provided updates on the upcoming statewide NCAMPO  
124 conference being held at the Convention Center at the end of April.
  - 125 • Since the conference is being held in New Bern, three spots per NBAMPO  
126 committee are available to attend the conference.
  - 127 • Ms. Chapman advised the NBAMPO received a letter from the NCDOT  
128 Public Transportation Division in Raleigh, advising with the new performance  
129 based planning we need measures and standards for our processes.  
130 Performance targets must be set for Transit Asset Management (TAM). The  
131 state filed the State of Good Repair for most of the state's smaller transit  
132 systems including CARTS. This is only for the urban area, not the rural.  
133 Kelly Walker provided the information. We will have an Addendum to the  
134 current MTP that states we will meet the specified targets and measures  
135 required by the state. This will require a public meeting. Staff hopes to bring  
136 this in front of the boards in May as the deadline is June 30.

137 **11. Adjournment:** There being no further business, the meeting was adjourned.  
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Tharesa Lee – Vice-Chairman

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Secretary