

43 5. Approval of today's agenda:
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45 **Motion:** Mr. Tyson made a motion to approve the agenda as presented. Ms.
46 Mitchell seconded. Motion passed by unanimous vote.
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48 6. Approval of the minutes of the January 26, 2017: Reading of minutes was waived.
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50 **Motion:** Mr. Kirkland made a motion to approve minutes as presented. Ms.
51 Mitchell seconded. Motion passed by unanimous vote.
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53 7. FY 2018 Unified Planning Work Program (UPWP): *Kim Maxey*
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55 Ms. Maxey relayed that the draft UPWP was presented to the board during the January
56 meeting. No changes were made. The UPWP is an annual statement of work identifying
57 the planning priorities and activities to be carried out within the MPO. This document
58 includes a description of the planning work and resulting products.
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60 Ms. Maxey explained that all MPOs are required to develop this document to govern
61 work programs for the expenditure of FHWA and FTA planning funds. The NCAMPO
62 is proposing to submit the same budget amount as last year.
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64 Ms. Mitchell requested highlights of items from this document. Ms. Maxey pointed the
65 board to a page within the UPWP that shows these items in bullet form.
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67 Chair Tyson questioned how often the Craven County Comprehensive Transportation
68 Plan (CTP) must be updated (one of the topics noted in the UPWP). Mr. Hodges advised
69 they are currently creating their first Transit Development Plan (TDP).
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71 Ms. Mitchell touched on the CARTS ride that many board members participated in. She
72 thanked the County for their current efforts toward transit in the area, but noted the
73 current transit system does not meet the needs of most of those within the New Bern area.
74 She requested going forward in the planning process that the jurisdictions in the area be
75 allowed to have a voice in the improvements recommendations.
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77 She recommended creating a working group comprised of members of all jurisdictions
78 that will provide a platform for suggestions and involvement.
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80 Chair Tyson questioned who the guests in the room were. Ms. Chapman explained they
81 have an agenda item for discussion on their purpose for attending the meeting.
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83 **Motion:** Mr. Overholt made a motion to approve the FY 2018 Unified Planning Work
84 Program (UPWP). Ms. Mitchell seconded. Motion passed by unanimous vote.
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86 8. Annual Self Certification of 3C's Planning Process: *Kim Maxey*
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88 Ms. Maxey relayed that MPOs are responsible for maintaining a continuing cooperative
89 and comprehensive (3C) transportation planning process, and is undertaken cooperatively
90 by the states and local governments.

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92 This document is an annual requirement to ensure the MPO is meeting all federal
93 requirements.

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95 **Motion: Mr. Tyson made a motion to approve the Annual Self Certification of 3C's**
96 **Planning Process. Ms. Mitchell seconded. Motion passed by unanimous vote.**

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98 **9. Amendment No. 5 to the FY 2016-2025 Metropolitan Transportation Improvement**
99 **Program: *Kim Maxey***

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101 Ms. Maxey relayed this Amendment ensures continuity between the State and Local
102 TIPs. This Amendment includes the addition of the Highway 17 project (Antioch to
103 NC 43) and modification with the CARTS system, and deleted statewide projects
104 previously included for bridgework.

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

109 **Motion: Ms. Mitchell made a motion to approve the Amendment No. 5 to the FY**
110 **2016-2025 MTP. Mr. Kirkland seconded. Motion passed by unanimous vote.**

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112 **10. Modifications to the FY 2016-2025 Metropolitan Transportation Improvement**
113 **Program: *Kim Maxey***

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115 Ms. Maxey relayed these modifications are required to maintain continuity between the
116 State TIP and the Local TIP. The modifications include additional time to approve the
117 Record of Decision for the Havelock Bypass.

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119 **11. Craven County Transit Development Plan (TDP): *Kurt Neufang, AECOM***

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121 Mr. Kurt Neufang introduced himself and Mr. Jeff Weisner. The information provided
122 by Mr. Neufang included:

- 123 • Reviewed the existing conditions. We pulled together the financial data and
124 ridership reports to assist us with analyzing this data.
- 125 • Reviewed the organizational structure of the CARTS service and have some ideas
126 as to recommendations for future consideration.
- 127 • Field work was conducted on-site on Feb. 8, 9 and Feb 22, 23. Each fixed route
128 service was ridden to address connectivity, access and timing. We are working on
129 a draft revision of the "Loop" service, which will include the input we receive
130 from the stakeholder and outreach efforts during the first week of April.
- 131 • We have studied the demand response service data and worked with ITRE and
132 NCDOT-PTD to get the updated statistical information.
- 133 • We have begun the assessment of the physical assets to support the service, which
134 include the transit facility and vehicles. Additionally, we are reviewing the

135 vehicle maintenance procedures to ensure compliance with all the FTA mandated
136 guidelines.

- 137 • The current funding and potential funding is a big part of our project. NCDOT-
138 PTD is working on a plan that will be part of our document. The model being
139 prepared by them will be included into this report, as we want to make sure we
140 look at the breakdown of assigning funding sources in the best way to maximize
141 the local service. We have reviewed the 3-latest years of admin and operating
142 expenses and have good information to make some sound recommendations.
- 143 • Understanding the fares structure and billing rates has helped our staff create a
144 good approach for knowing what we can recommend that will help the shortfall
145 on the revenue to support your fixed route services.
- 146 • We have addressed the local demographics information and are mapping out the
147 demographic data with respect to the New Bern urbanized area. We will also get
148 the input from local municipalities regarding unmet transit needs.
- 149 • We have analyzed the information from the top ten major employers in the three
150 county service area to look at potential creative connectivity for future transit
151 services. I am excited about this possibility and look forward to sharing with you
152 some recommendations in further detail.
- 153 • In addition to the employment centers, we have graphed out job inflows and
154 outflows regarding the commuting profiles. This has been an interesting
155 undertaking and we will share this in our report.
- 156 • We are working on the origins and destinations analysis in more detail,
157 concerning the Loop service. This will help us devise a good strategy for the
158 installation of transit amenities.
- 159 • Our stakeholder and public outreach survey (direct mail) and meetings are
160 scheduled for the first week in April. At this time, we will have more data with
161 regard to the unmet needs for transit, as this will help us craft our
162 recommendations for future service enhancements.
- 163 • As we move forward, we will prepare our alternatives analysis and make
164 recommendations in the areas of administration, marketing and education, safety
165 and security, operations, transit amenities, technology and vehicle-related needs.
- 166 • Our intent is to prepare a strengths, weakness and opportunity assessment and
167 detail the process necessary for implementation. The 5-year plan will include all
168 that was mentioned above and highlight the governance, organizational aspects,
169 capital needs and funding.
- 170 • Community surveys were also sent out.
- 171 • The plan will be presented to the Craven County Commissioners on June 19th.
- 172 • We would like to present to the TAC as well.
 - 173 ○ Further discussion noted no MPO meetings in June, therefore presentation
174 will be at the July TAC meeting.

176 Ms. Mitchell reiterated her point that the City of New Bern officials need to be included
177 in discussions and plans. She pointed out demographic information for residents of New
178 Bern that predominately rely on public transportation as well as areas that are currently
179 not covered by the CARTS loop system.

181 Chair Tyson questioned if it was possible to split the rural and urban systems; housing the
182 urban system within the City of New Bern and the rural within CARTS. Ms. Chapman
183 advised in most cases the direct recipient of the 5307 transit funds is the city, and areas
184 outside of the city get a percentage of the funds based on urban population, or an
185 agreement with the transit system. The difference here is the designated recipient is
186 Craven County, which was set up out of the wishes of the Public Transportation Branch
187 in Raleigh to designate the current transit provider and the NBAMPO TAC, as the body
188 that manages funds, approved CARTS as the recipient. At a point where the systems
189 were split, coordination with the County and the City would be required. The recipient of
190 the funds is responsible for reporting information to the Federal Government, which
191 would require the City report to the County and the County reports to the State, which is
192 somewhat convoluted. Mr. Weisner noted this would seem to be backward movement
193 rather than forward movement because the Public Transportation Division has been
194 advocating for regionalized systems.

196 Mr. Neufang noted that for proper transit in the area more jurisdictions will need to
197 participate financially to ensure the growth meets the needs of the residents.

200 **12. Updates:**

201 **a. Transportation Planning Branch Update:** *Catherine Bryant, NCDOT TPB*

- 202 • TPB finished their re-organization process. Ms. Bryant is now also the
- 203 representative for DERPO as well as the MPO.
- 204 • Work continues on the Craven County CTP
- 205 • Model updates continue to expand to county lines

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

- 208 • Wheelchair ramp project along First Street will begin soon. The ramps
- 209 between Broad Street and Spencer will be done. This is separate from the
- 210 First Street Road Diet project.
- 211 • Trent Road project at Red Robin Lane will take some time due to the
- 212 number of utility lines running through this intersection. This intersection
- 213 will be closed down for a few months as this project is completed. The
- 214 project includes extending a pipe running underground, and will include a
- 215 turn lane addition at the intersection.
- 216 • Resurfacing projects for
- 217 • Simmons Street and N. Glenburnie will be completed by Barnhill
- 218 Construction as soon as possible.
- 219 • NCDOT held a meeting with the New Bern Board of Alderman, and will
- 220 meet with all city officials regarding the projects slated for their area
- 221 through the SPOT process to ensure officials want to continue with them,
- 222 and if required have the funds to continue the projects.

224 **c. New Bern Area MPO Update:** *Kim Maxey, NBAMPO Staff*

- 225 • Ms. Maxey provided updates on the upcoming statewide NCAMPO
- 226 conference being held at the Convention Center at the end of April.

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- Since the conference is being held in New Bern, three spots per NBAMPO committee are available to attend the conference.
- MS. Chapman informed the committee that the NBAMPO received a letter from the NCDOT Public Transportation Division in Raleigh, advising with the new performance based planning we need measures and standards for our processes.
- Performance targets must be set for Transit Asset Management (TAM). The state filed the State of Good Repair for most of the state's smaller transit systems including CARTS. This is only for the urban area, not the rural. Kelly Walker provided the information. We will have an addendum to the current MTP that states we will meet the specified targets and measures required by the state. This will require a public meeting. Staff hopes to bring this in front of the boards in May as the deadline is June 30.

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13. Discussion: None

14. Adjourn: There being no further business, the meeting was adjourned.

Steve Tyson, Chairman

Jeff Ruggieri, Secretary