

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

3
4 **May 25, 2017**
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6 The New Bern Area Metropolitan Planning Organization held its regularly scheduled meeting on
7 Thursday, May 25, 2017 at 11:00 AM in the Development Services Conference Room, 303 First
8 Street.
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10 **Members Present:** Mr. Steve Tyson – Chairman
11 Mr. John Kirkland – Vice-Chairman
12 Ms. E.T. Mitchell – New Bern Alderman
13 Mr. Alan Welch – Bridgeton
14 Mr. Hugh Overholt – NC Board of Transportation
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16 **Members Excused:** Mr. Chuck Tyson – Mayor, Trent Woods
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19 **Non-Voting Members:** Ms. Kelly Walker - CARTS
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21 **Members Absent:** Mr. Bill Marley – FHWA – non-voting member
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23 **Guests Present:** Mr. Gene Hodges – Craven County
24 Mr. Jeff Ruggieri – City of New Bern
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26 **Staff Present:** Ms. Maurizia Chapman – New Bern MPO Administrator
27 Ms. Kimberly Maxey – New Bern MPO Planner
28 Ms. Catherine Bryant – NCDOT
29 Mr. Jeff Cabaniss – NCDOT
30 Mr. John Rouse – NCDOT
31 Mr. Patrick Flanagan - DERPO
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34 **1. Call to Order:** Chair Tyson called the meeting to order at 11:00 am.
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36 **2. Roll call** was taken and a quorum was declared.
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38 **3. Ethics Reminder:** Chair Tyson read the Ethics Reminder. There were no conflicts of
39 interest noted.

40 **4. Public Comments:** N/A
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42 5. Approval of today's agenda:

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44 **Motion:** Vice-chair Kirkland made a motion to approve the agenda as presented.
45 Chair Tyson seconded. Motion passed by unanimous vote.

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47 6. Approval of the minutes of the March 23, 2017: Reading of minutes was waived.

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49 **Motion:** Ms. Mitchell made a motion to approve minutes as presented. Mr.
50 Overholt seconded. Motion passed by unanimous vote.

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52 7. NBAMPO's Addendum to the Destination 2040 Metropolitan Transportation Plan –
53 Transit Asset Management Plan Performance Target and Measures for CARTS:
54 *Kim Maxey*

55
56 Ms. Maxey relayed that when the FAST Act was enacted, one of the things the federal
57 highway and federal transit were looking for was performance based planning and
58 programming.

59
60 When the MTP was implemented, we didn't have these requirements. We noted in the
61 MTP that when we received them we would comply and make modifications as
62 necessary. We received the information on TAM as the first set of performance
63 measures.

64
65 The state submitted a group plan to the Federal Government by the end of 2016, which
66 worked with the smaller transit systems including CARTS. Because the state cooperated
67 with CARTS, and since the MPO does not operate a transit system, nor do we have a
68 fleet, staff talked with the state and CARTS and agreed to accept and adopt what the state
69 submitted on behalf of CARTS.

70
71 The MPO added the rolling stock for CARTS. The urban and rural are currently lumped
72 together, but as we work through the process these will eventually be separated out.

73
74 The TAM is an annual requirement for CARTS and the MPO will adopt and accept it
75 annually.

76
77 **Motion:** Ms. Mitchell made a motion to approve the Addendum to the MTP – TAM
78 as presented. Mr. Overholt seconded. Motion passed by unanimous vote.

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80 8. FY 2018 Meeting Schedule: *Kim Maxey*

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82 Ms. Maxey relayed that the July 2017 through May 2018 meeting schedule was included
83 in member packets. There are no conflicting holidays for the CAC or the TCC. The TAC
84 will have one meeting in November that would deviate from the regular schedule due to
85 the Thanksgiving holiday.

86
87 Vice-chair Kirkland noted that the members of the TAC would like to have their meeting
88 packets more than a week prior to the scheduled meeting date to provide more time for

89 review. He also noted that additional meetings may be appreciated throughout the year
90 but could be discussed and determined at a later date.

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92 **Motion: Mr. Overholt made a motion to approve the FY 2018 meeting schedule with**
93 **amended TAC meeting date in November. Mr. Welch seconded. Motion passed by**
94 **unanimous vote.**

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96 **9. P5.0 Projects prioritization ranking and scoring:** *Kim Maxey*

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98 Mr. Flanagan provided a presentation on the SPOT P 5.0 workgroup recommendations on
99 how the criteria will be measured and scored.

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101 Ms. Maxey relayed that although we started working on the P5 process in February, the
102 P4 process has not been fully completed.

103
104 In June the Board of Transportation will approve the final State Transportation
105 Improvement Program (STIP). What has been included in the packet is a list of the
106 highway ‘holding tank’ projects; these are projects that did not score high enough to be
107 funded.

108
109 The DOT requested we submit preliminary projects. Staff sent an email to all boards for
110 input and the responses received were to submit projects as they were. The P5 schedule
111 has also been included in the packet.

112
113 The MPO gets a total of 12 projects per mode, so we could add 6 more highway projects.

114
115 Staff requests members of the TAC participate in the P5 sub-committee that will meet
116 periodically over the course of the SPOT 5 process. Chair Tyson and Ms. Mitchell both
117 noted they would like to be on this committee.

118
119 **10. NCAMPO Administrator Position:** *Jeff Ruggieri – City of New Bern*

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121 Mr. Ruggieri explained how the City of New Bern acts as the Lead Planning Agency
122 (LPA) for the NBAMPO. As the LPA, the MPO falls under his direction, and when
123 hiring the previous Administrator, he handled the process as the board did not wish to be
124 involved at that time.

125
126 He asked current board members if they would like to be involved. Members agreed a
127 sub-committee seemed to make sense to provide feedback from all jurisdictions.

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129 The paperwork for the position has been submitted. The position will be posted for 45
130 days, closing on July 7th. He will present an update during the July TAC meeting.

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11. Updates:

- a. **Transportation Planning Branch Update:** *Behshad Norowzi, NCDOT TPB*
 - The data collection and preparation for the base year 2015 Craven County Comprehensive Transportation Plan Model has been completed.
 - Scheduling will begin to hold the first steering committee meeting with stakeholders to determine vision and goal planning for the CTP.
 - Catherine will meet with Jeff Cabaniss to look at MTP/MTIP projects currently available and depending on project start date they will include these projects in the model.
 -
- b. **CARTS Update:** *Kelly Walker, Transit Director*

Ms. Walker provided the following updates:

 - Transit Development Plan is moving along. Direct mail and rider surveys as well as stakeholder interviews have been completed. Two public meetings were also held.
 - June 19th deadline is still on target for presentation to the County Commissioners.
 - AECOM will also present to the NBAMPO boards in July at no additional charge to CARTS.
- c. **Division 2 Update:** *Jeff Cabaniss, NCDOT Division 2 Planning Engineer*
 - The Hwy 17 Bypass (Pollocksville/Maysville) is 40% complete and the completion date was moved up by approximately 6 months.
 - Wheelchair ramp project along First Street is nearing completion.
 - Trent Road project at Red Robin Lane will begin soon. Despite contractor information to the City of New Bern Public Relations officer, the project will take longer than 3 weeks. Contractors will be replacing a large pipe and adding a center turn lane.
 - Resurfacing projects for Simmons Street and N. Glenburnie have been completed.
 - NCDOT hired a consultant to work as a Project Manager, and gave her the funded roundabout and the First Street project to manage.
 - Some changes within NCDOT include projects being managed by Division now, additional funds were included in the STIP and the new Secretary is accelerating projects to decrease the fund surplus.
- d. **New Bern Area MPO Update:** *Kim Maxey, NBAMPO Staff*
 - Ms. Maxey provided updates on the success of the statewide NCAMPO conference held at the Convention Center at the end of April.
 - 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.

182 Kelly Walker provided the information. We will have an addendum to the
183 current MTP that states we will meet the specified targets and measures
184 required by the state. This will require a public meeting. Staff hopes to bring
185 this in front of the boards in May as the deadline is June 30.

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187 **12. Discussion:** CARTS signage was discussed; the need for more and the need for resources
188 to address. Staff advised the AECOM group doing the study for CARTS will be
189 presenting their plan to the TAC during their July meeting and this should be continued
190 with them. TAC members would like to review the plan prior to the July meeting. Ms.
191 Mitchell noted she would like to have a map of the routes available at each CARTS stop.

192
193 Chair Tyson reported on an issue that was brought before the County Commissioners for
194 consideration and requested the TAC members provide feedback. They have been asked
195 by the Township 7 Fire Department to consider closing the left turn lane at Garner Road.
196 Mr. Ruggieri advised this may be a design issue. While this is part of the future Highway
197 70 project, something could be addressed sooner from a safety standpoint.

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199 Ms. Maxey advised she has spoken with Danny Hill with City of New Bern Fire
200 Department on numerous occasions about the number of accidents at this intersection,
201 and mentioned it to NBAMPO Division 2 Planning Engineer John Rouse, who advised if
202 they are directed appropriately, they will absolutely close this intersection for safety
203 reasons, or address an alternative turning movement.

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205 The scope of the James City project has been extended to Garner Road so this will be
206 addressed in the near future with the progress of this project. In the meantime
207 considerations for safety concerns can be addressed for a short term alternative.

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

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Steve Tyson, Chairman

Jeff Ruggieri, Secretary