

**DURHAM-CHAPEL HILL-CARRBORO METROPOLITAN PLANNING ORGANIZATION BOARD****April 8, 2015****MINUTES OF MEETING**

The Durham-Chapel Hill-Carrboro Metropolitan Planning Organization Board met on April 8, 2015 at 9:00 a.m. in the City Council Committee on the second floor of Durham City Hall. The following attended:

Mark Kleinschmidt (MPO Board Chair)	Town of Chapel Hill
Diane Catotti (MPO Board Vice-Chair)	City of Durham
Steve Schewel (Member)	City of Durham
Ellen Reckhow (Member)	Durham County
Bernadette Pelissier (Member)	Go Triangle
Barry Jacobs (Member)	Orange County
Damon Seils (Member)	Town of Carrboro
Lydia Lavelle (Alternate)	Town of Carrboro
Ed Harrison (Alternate)	Town of Chapel Hill
Jenn Weaver (Alternate)	Town of Hillsborough
Brandon Jones	NCDOT Division 5
Ed Lewis	NCDOT, Division 7
Julie Bollinger	NCDOT, TPB
Bret Martin	Orange County
Tom Altieri	Orange County
Bergen Watterson	Town of Carrboro
Tina Moon	Town of Carrboro
David Bonk	Town of Chapel Hill
John Hodges-Copple	Triangle J Council of Governments
Geoff Green	Go Triangle
Mark Ahrendsen	City of Durham/DCHC MPO
Ellen Beckmann	City of Durham
Linda Thomas Wallace	Durham County
Alfred Cassidy	Kerr-Tar Regional Council of Governments
Felix Nwoko	DCHC MPO
Andy Henry	DCHC MPO
Meg Scully	DCHC MPO
Lindsay Smart	DCHC MPO
Brian Rhodes	DCHC MPO

Quorum Count: 8 of 11 Voting Members

Chair Mark Kleinschmidt called the meeting to order at 9:05 a.m. A roll call was performed. The Voting Members and Alternate Voting Members of the DCHC MPO Board were identified and are indicated above. Chair Mark Kleinschmidt reminded everyone to sign-in using the sign-in sheet that was being circulated.

**PRELIMINARIES:**

**Ethics Reminder**

Chair Mark Kleinschmidt read the Ethics Reminder and asked if there were any known conflicts of interest with respect to matters coming before the Board and requested that if there were any identified during the meeting for them to be announced.

There were no known conflicts identified by Board members.

**Adjustments to the Agenda**

Chair Mark Kleinschmidt asked if there were any adjustments to the agenda. Mark Ahrendsen stated that there would be a new MPO Board member orientation at 11:00 a.m., following the MPO Board meeting. Mark Ahrendsen also provided a brief update on the upcoming FHWA/FTA Transportation Management Area Certification Review that is scheduled for early May. Mark Ahrendsen suggested that Felix Nwoko would provide additional details during the LPA Staff report.

**Public Comments**

Chair Mark Kleinschmidt asked if there were any members of the public signed up to speak. There were no members of the public signed up to speak during the meeting.

**Directives to Staff**

The Directives to Staff were included in the agenda packet for review.

**CONSENT AGENDA:**

**6. Approval of the March 25, 2015 Meeting Minutes**

Chair Mark Kleinschmidt asked if there was any discussion on the March 25, 2015 meeting minutes. Diane Catotti provided comments and suggested revisions to the minutes. Diane Catotti stated that there were periods placed between first names and last names in several places in the minutes. Diane Catotti also stated that lines 306-308 seemed to be missing words. Chair Mark Kleinschmidt asked for a motion to approve March 25, 2015 meeting minutes. Diane Catotti made a motion to approve the minutes with the edits from the MPO Board and Ellen Reckhow seconded the motion. The motion carried unanimously.

**ACTION ITEMS:**

**7. FFY15 Section 5307/5340 Partial Split Letter**

**Meg Scully, LPA Staff**

Meg Scully noted that there were two handouts with this item – the split letter and a memo. Meg Scully also noted that this item would typically appear on the consent agenda but that she prepared a presentation as there are several new Board members and the addition of Orange Public Transit as a direct recipient for 5307 funds. The PowerPoint presentation on the Section 5307 Urbanized Area Grant program included information on the objectives of the program, eligible projects, apportionment, MPO and transit agency responsibilities, and safety and transportation enhancement requirements. Meg Scully noted that the action required of the MPO Board was to approve the distribution and endorse the attached letter to FTA for the FFY15 Partial Apportionment distribution of Section 5307/5340 funds. A motion was made by Bernadette Pelissier and seconded by Diane Catotti. The motion passed unanimously.

**8. 2014 Environmental Justice Report**

**Lindsay Smart, LPA Staff**

Lindsay Smart greeted the MPO Board members and introduced the 2014 Environmental Justice Report. Lindsay Smart stated that the 2014 Environmental Justice Report was before the MPO Board

93 with a recommendation of adoption from the MPO Technical Committee. Lindsay Smart stated that on  
94 February 11, 2015, the MPO Board released the 2014 Environmental Justice Report for public review  
95 and comment. There were no additional public comments received during the public review and  
96 comment period. The MPO TC reviewed the 2014 Environmental Justice Report at the March 25, 2015  
97 meeting. Lindsay Smart stated that no significant changes had been made to the 2014 Environmental  
98 Justice Report since the MPO Board reviewed the document during the February 11, 2015 Board  
99 meeting. She offered to deliver the same 20-minute PowerPoint presentation that she had previously  
100 delivered to the MPO Board at the February 11, 2015 Board meeting if the MPO Board members would  
101 like to see the presentation again. Chair Mark Kleinschmidt asked if any MPO Board members would  
102 like to have Lindsay Smart deliver the PowerPoint presentation again. No MPO Board members  
103 requested that the Lindsay Smart present again.

104 Chair Mark Kleinschmidt opened the public hearing for comments on the 2014 Environmental  
105 Justice Report. There were no public comments. Chair Mark Kleinschmidt closed the public hearing.

106 Chair Mark Kleinschmidt asked if there were any questions or comments from the MPO  
107 Board on the 2014 Environmental Justice Report. Ellen Reckhow asked about Table 3.1 on page 3-3.  
108 Ellen Reckhow asked why all of the data were represented as a percentage of population except for  
109 Low-Income Limit for Households. Lindsay Smart stated that the US Census data reported data sets  
110 for each Block Group differently. All of the data sets except Median Household Income were  
111 reported as percentages of the total population of the Block Group. Median Household Income was  
112 just reported as one single number for the Block Group. Median Household Income was then  
113 adjusted by MPO LPA staff to determine the Low-Income Limit. Ellen Reckhow said that it would be  
114 beneficial to know the number of households in each Block Group that had household incomes  
115 below the Low-Income Limit. Lindsay Smart agreed that this type of further analysis would be a great  
116 addition to the methodology and the MPO LPA staff would make sure to consider this during the

future update to the Environmental Justice Report. Ellen Reckhow commented that the 2014 Environmental Justice Report was a very well done document and would be a terrific resource for the local jurisdictions and many of the jurisdictions' partners. Chair Mark Kleinschmidt asked for a motion to adopt the 2014 Environmental Justice Report. A motion was made by Ellen Reckhow and seconded by Bernadette Pelissier. The motion carried unanimously.

#### **9. FY2016-2025 TIP Development Update**

##### **Lindsay Smart, LPA Staff**

Lindsay Smart stated that she had communicated with Mike Stanley, NCDOT STIP Unit, on the status of the NCDOT's response to the letter sent by the DCHC MPO Board that outlined the Board's FY2016-2025 TIP priorities, questions, and comments. The formal response from NCDOT is currently being developed and the NCDOT STIP Unit will provide any responses that may be available in advance of the formal and complete response. Lindsay Smart explained that once the DCHC MPO LPA staff receives responses from NCDOT, a subcommittee will be convened to review the responses, discuss next steps for developing the MPO's TIP, and create a recommendation that will be presented to the MPO Board in May. Lindsay Smart presented a schedule of the TIP and STIP development process and asked the MPO Board if there were any questions on the schedule. No questions were asked.

#### **10. DCHC MPO Board Information Materials**

##### **Lindsay Smart, LPA Staff**

Lindsay Smart stated that she had developed updated materials to assist and inform MPO Board members on the role, functions, and processes of the MPO. The materials are often used during new Board member orientation and have been made available on the MPO website for all interested Board members, partners, and TC members. Lindsay Smart opened the DCHC MPO website and showed MPO Board members where the materials were located on the website. Diane

Catotti stated that she had looked at the materials and they were an improvement over former materials and would be very helpful to new Board members. Steve Schewel stated that the materials were comprehensive and impressive and that the full document was about 350 pages. Damon Seils stated that he wished the materials had been made available sooner and that he looked forward to reviewing them. Lindsay Smart thanked the MPO Board members for their responses and stated that being new to the DCHC MPO probably put her in a good position to create the materials. She was able to approach the task with fresh eyes and from the perspective of being new to the MPO LPA staff. Lindsay Smart invited any interested Board members to stick around after the MPO Board meeting for refreshments and to participate in the orientation.

#### **REPORTS:**

##### **8. Report from the DCHC MPO Board Chair**

##### **Mark Kleinschmidt, DCHC MPO Board Chair**

There was no formal report from the MPO Board Chair. Chair Mark Kleinschmidt thanked Damon Seils for chairing the March 11, 2015 DCHC MPO Board meeting in his absence. He also thanked the MPO Board members for their understanding when he recently had to depart the MPO Board meeting early. Chair Mark Kleinschmidt discussed one of the attached news articles and stated that the aerial photo of the diverging diamond interchange was a helpful inclusion to the article so that the readers could understand the design of such an intersection. Chair Mark Kleinschmidt asked that the information be added to the MPO website. Chair Mark Kleinschmidt informed the MPO Board that the Town of Chapel Hill would be discussing the S. Columbia Street (NC 86) and NC 54 interchange project during the meeting that is scheduled for Monday, April 13, 2015. Chair Mark Kleinschmidt stated that he expected the Town to be in favor of adding the project to the FY2016-2025 TIP. Chair Mark Kleinschmidt stated that he would provide MPO LPA staff with additional project details.

**9. Report from the DCHC MPO Technical Committee Chair**

**Mark Ahrendsen, DCHC MPO TC Chair**

There was no report from the MPO Technical Committee Chair.

**10. Reports from LPA Staff**

**Felix Nwoko, LPA Staff**

Felix Nwoko briefed the Board on the MPO role and expectations for the FHWA/FTA Transportation Management Area Certification Review that will be conducted by staff from FHWA and FTA over two and a half days beginning on Monday, May 11, 2015 and ending with a presentation of findings by the certification review team at the Board meeting on Wednesday, May 13, 2015. Felix Nwoko stated that the meeting is a good time for the Board to ask questions and discuss any concerns.

**11. NCDOT Reports:**

Brandon Jones, NCDOT Division 5, stated that the Division 5 draft STIP public meeting in Fayetteville had no public attendance. Brandon Jones stated that there would be a ground-breaking ceremony for the East End Connector project at 10:00 a.m. on Wednesday, April 22, 2015. MPO Board members asked Lindsay Smart to send out ceremony details. Lindsay Smart stated that she would email the Board the details for the ground-breaking ceremony.

Ed Lewis, NCDOT Division 7, stated that the draft STIP public meeting in Hillsborough had approximately 30 members of the public. The information station with the interactive map seemed to be the most popular station. Many members of the public asked NCDOT staff questions about the Hillsborough Rail Station project.

**INFORMATIONAL ITEMS:**

**12. Recent News, Articles, and Updates**

There was no discussion on any of the recent news, articles or updates.

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**ADJOURNMENT:**

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There being no further business before the DCHC MPO Board, the meeting was adjourned at

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9:42 a.m.