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**3. Action:** Approve minutes from the January 23, 2014 meeting.

Reading of the minutes was waived.

**Motion** was made to accept the as presented. Motion was seconded. Minutes were unanimously approved.

**4. Introduction:** New TPB MPO Coordinator – Behshad Norowzi

Mr. Norowzi introduced Ms. Priya Nimbole to the group. Ms. Nimbole has ten years of transportation experience, has been with the transportation planning branch for five years. Ms. Nimbole is an expert in GIS and Trans-Cad. She has been with Mr. Norowzi for two months and they are very pleased to have her.

**5. Action:** FY 2014 Unified Planning Work Program Amendment No. 1 – Maurizia Chapman

Ms. Chapman discussed this item, advising the Board she sent them a memo last week, which she provided again during the meeting. She noted the traffic volume counts were completed at the State level. While the memo shows differing amounts, Ms. Chapman explained that there has been no increase or decrease in funds, rather a re-alignment of funds to certain areas. She increased funds to Special Studies, Management and Operations as this is an area of concentration for the next six months, and include the day to day operations to jump start the MPO to ensure deadline requirements are met.

Upon review and acceptance, Ms. Chapman requested approval to submit the PWP Amendment No. 1 to the TAC for approval

Mr. Drew Havens questioned the special studies allotted funds. Ms. Chapman advised she is anticipating the possibility of the need to engage a consulting firm for future project needs, and therefore allocated the funds to ensure they are available if needed.

**Motion** was made by Mr. Steve Hamilton recommending approval. Mr. Drew Havens seconded the motion. Approval for presentation to the TAC for review and approval of the PWP Amendment No. 1 was unanimously approved.

**6. Action:** FY 2015 Draft Unified Planning Work Program – Maurizia Chapman

Ms. Chapman provided a spreadsheet to members showing fund allocation. The Federal Highway allocation has not changed from last year. Ms. Chapman advised that in looking at needs, she programmed approximately \$2,000 less than last year, but is holding the funds so they can be available if needed.

Ms. Chapman advised there is a new prospectus and work program among MPOs in North

90 Carolina. The new Prospectus collapses some of the task codes into larger groupings so funds do  
91 not have to be allocated too finitely, and will be better aligned with MAP-21 requirements.  
92 While the information provided to the Board today is a draft, it must be submitted the following  
93 week. The final PWP, Five-year program and the Narrative are due May 1<sup>st</sup>.

94  
95 Ms. Chapman requested approval to submit the FY 2015 Draft Unified Planning Work Program  
96 recommendation of approval by the TAC.

97  
98 **Motion** was made by Mr. Drew Havens to approve the FY 2015 Draft UPWP for  
99 submission and recommend TAC approval. Mr. Kevin Roberts seconded the motion,  
100 which passed unanimously

101  
102  
103 **7. Action:** Draft P3.0 Transportation Projects List – Maurizia Chapman

104  
105 Ms. Chapman advised she had previously sent a request for submittal of projects. She received  
106 an email that one project was missing and is coordinating with the SPOT office to get the project  
107 on the list. She provided a packet of information to the Board members for review.

108  
109 Ms. Chapman advised the board that we can submit up to 20 projects for consideration, and  
110 currently only have 9. The Havelock Bypass has been included, as a small portion of that falls  
111 under our MPO.

112  
113 Ms. Chapman has had two Bike/Pedestrian plans submitted; 1) Trent Woods, 2) Canterbury  
114 Road. She advised the Canterbury Road project was recommended by the Division Office as a  
115 good allocation of remaining Safe Route to School funds. She noted there has been interest  
116 generated in Bike/Ped plans for Racetrack Road from Elizabeth Avenue to Neuse Boulevard.  
117 Mr. Hughes will provide better descriptions of the Racetrack Road project.

118  
119 She has received no proposals for any highway projects. Ms. Chapman requested any additional  
120 submittals to be sent to her by the end of the day, as DOT will be closing down the system and  
121 the deadline for submittals is February 27<sup>th</sup>.

122  
123 Mr. Hughes expressed concerns regarding the timing of submittal, given any projects being  
124 considered would need to be brought before the Board for approval. Mr. Norowzi advised the  
125 deadline for proposed projects is not a final decision to move forward, rather it ensures that the  
126 project is placed in the rotation for consideration for scoring. There is still time to alter these  
127 submittals if there are changes. Mr. Hodges advised the unified scoring will include  
128 collaboration between the NBAMPO & DERPO.

129  
130 Ms. Chapman advised Trent Woods will be presenting their approved Bike/Pedestrian plan at the  
131 March MPO meeting.

132  
133 Board members agreed to submit projects listed on attachments provided, as discussed, and Ms.  
134 Chapman will present to the TAC for approval. Mr. Ruggieri noted that going forward only one

135 entity should submit the projects, and both MPO groups should discuss and agree prior to  
136 submittal.

137  
138 Ms. Chapman noted there have not been any railroad projects submitted, while the airport has  
139 numerous requests to consider.

140  
141 **Motion** was made by Mr. Jordan Hughes recommending approval. Mr. Drew Havens  
142 seconded the motion. Approval for presentation to the TAC for review and approval of  
143 the Draft P3.0Transportation Projects List unanimously approved.

144  
145

146 **8. Action:** Draft P3.0 Local Project Prioritization Process – Maurizia Chapman

147  
148 Ms. Chapman explained the process and methodology for project prioritization, of which a list  
149 was created from emails and prior meeting minutes. She provided the information to the Board  
150 members and requested approval of the draft, in addition to what was submitted last year.

151  
152 Upon approval by the TAC members, there will be a 30-day public review process that will  
153 begin Monday, February 24<sup>th</sup>. Upon closing the public review period, the final will be brought  
154 before the TAC for approval in April.

155  
156 Ms. Chapman advised the DOT requires a minimum of four criteria. We have five criteria now,  
157 as she included safety as an additional item, as it appears to be a high priority for our MPO.

158  
159 Mr. Hughes questioned how this compares to other areas. Mr. Norowzi advised there are 17  
160 methodologies that have conditional approval and the NBAMPO submissions are very  
161 comparable to what has been previously considered.

162  
163 **Motion** was made by Mr. Kevin Roberts recommending approval. Mr. Hugh Overholt  
164 seconded the motion. Approval of the Local Project Prioritization Process and to begin  
165 the 30-day Public Review Process was unanimously approved.

166  
167

168 **9. Update:** NBAMPO – Maurizia Chapman

169  
170 Ms. Chapman advised she purchased a domain name for the website and is now searching for a  
171 company to create it.

172  
173

174 **10. Update:** TPB – Behshad Norowzi – Priya Nimbole

175  
176 In lieu of the meeting time running long, it was suggested, as most members of this board also  
177 attend the TAC meeting that follows, to rearrange the TAC agenda and have Ms. Nimbole  
178 present to both groups at one time. Members and staff agreed to this.

179

180 In the joint presentation, Ms. Nimbole provided a PowerPoint presentation that provided  
181 information on what tasks have been completed, what tasks have ongoing discussion and a  
182 model schedule was provided.

183  
184 **11. Discussion:** Mr. Havens suggested the TCC meetings begin earlier than 10am, to  
185 accommodate the growing schedule and subsequent discussion. Mr. Havens initially  
186 suggested a start time of 9:30am, but the group eventually determined a 9:00am start time  
187 would be sufficient.

188  
189 **12. Adjourn**

190  
191 There being no further business, the meeting was adjourned.

192  
193  
194 \_\_\_\_\_  
Jeff Ruggieri, Chairman

\_\_\_\_\_  
Maurizia Chapman, MPO Administrator