



MEMORANDUM

DATE: March 13, 2025

TO: Winston-Salem Area TPO Technical Coordinating Committee (TCC)

FROM: Kelly Garvin, Assistant Director of Transportation
e-mail: kellym@cityofws.org; office phone: (336) 747-6881

SUBJECT: Agenda for the March 20, 2025 TCC Meeting at 2:00 p.m.

PLACE: Bryce A. Stuart Building – 5th Floor Conference Room, 100 E First Street,
Winston-Salem, NC 27101

AGENDA

1. Public Comments (Chairman, Jeff Fansler)

Action Items

2. Consideration of the February 20, 2025 TCC Meeting Minutes. (Enclosed) (Chairman, Jeff Fansler)
3. Consideration of the Fiscal Year 2024-2033 Transportation Improvement Program (TIP) Amendments and Modifications for the Winston-Salem Area Transportation Planning Organization (WSATPO) and Amending the 2045 Metropolitan Transportation Plan (MTP). (Enclosed) (John Hanes)
4. Consideration of the Fiscal Year 2025-2026 Unified Planning Work Program (UPWP) for the Winston-Salem Area Transportation Planning Organization (WSATPO). (Enclosed) (Hunter Staszak)
5. Consideration of the City of Winston-Salem 2024 Updates to the Winston-Salem Transit Authority (WSTA) Public Transportation Agency Safety Plan (Enclosed) (Maddie Burgiss)
6. Consideration of Fiscal Year 2026 Congestion Mitigation and Air Quality (CMAQ) and Fiscal Year 2024-2025 Carbon Reduction Program (CRP) Projects for the Winston-Salem Area Transportation Planning Organization (WSATPO). (Enclosed) (Ridwaana Allen)
7. Consideration of a Resolution Approving a Letter of Support for the City of Winston-Salem and Winston-Salem Transit Authority (WSTA) Grant Application for the FY25 Bus and Bus Facilities Competitive Program and Low or No Emission Grant Program.(Enclosed) (Hunter Staszak)

Information Items for Future Action

8. Review and Consideration of an Appointment to the Winston-Salem Area Transportation Planning Organization Regional Flexible Funding (RFF) Subcommittee. (Enclosed) (Hunter Staszak)
9. Review of the Fiscal Year 2024-2033 Transportation Improvement Program (TIP) Amendments and Modifications for the Winston-Salem Area Transportation Planning Organization (WSATPO) and Amending the 2045 Metropolitan Transportation Plan (MTP). (Enclosed) (John Hanes)
10. Review of an amendment to the Technical Coordinating Committee (TCC) By-laws for the addition of a consent agenda.(Enclosed) (John Hanes)
11. Review of a Proposed Modification Request to Winston-Salem Urban Area Federal Functional Class Network. (Enclosed) (John Hanes)

Staff Reports (Presentation by Staff)

12. TPO Staff Reports (Enclosed)

- a. NCDOT Division 9 Transportation Projects Update (John Rhyne)
- b. Locally Administered Projects Report (Hunter Staszak)
- c. NCDOT Transportation Planning Update (Andy Bailey)
- d. NCDOT Integrated Mobility Division (Ryan Brumfield)
- e. FHWA Update (Joe Geigle)
- f. Piedmont Triad Regional Council of Governments Update (Carter Spradling)
- g. Forsyth County OEAP Air Quality Update (Cary Gentry)
- h. Bicycle and Pedestrian Facilities Projects Update (Ben Woeber)
- i. Winston-Salem Transit Authority (WSTA) Update (Bruce Adams)
- j. Piedmont Authority for Regional Transportation (PART) Update (Scott Rhine)
- k. Davidson County Transportation (DCT) (Richard Jones)
- l. Title VI Compliance Update (Kelly Garvin)
- m. TPO Calendar of Activities (Hunter Staszak)
- n. Infrastructure Investment and Jobs Act Funding Opportunity Report (Ridwaana Allen)
- o. Ethics Liaison (Kelly Garvin)
- p. 2050 CTP/MTP Update (John Hanes)

13. Next Meeting/Adjourn Meeting (Chairman, Jeff Fansler)

Next meeting: May 15, 2025

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**MINUTES
WINSTON-SALEM URBAN AREA
TECHNICAL COORDINATING COMMITTEE (TCC)
FEBRUARY 20TH, 2025
2:00 P.M.
VIRTUAL MEETING**

MEMBERS PRESENT:

Steve Smotherman, Project Planner, City-County Planning Board
Cary Gentry, Senior Environmental Specialist Forsyth County OEAP
Jordan Payne, Forsyth County Air Quality Program
Wes Kimbrell, City Engineer, City of WS
John Rhyne, Deputy Division Engineer, NCDOT
Fred Haith, Division 9 Planning Engineer, NCDOT
Kelly Garvin, Assistant Director of Transportation, City of Winston-Salem
Amy Crum, Assistant Planning Director, Planning and Development
Andrew Meadwell, Manager, Town of Bermuda Run
John Rogers, Town of Bethania
Chris Jensen, Town Engineer, Town of Kernersville
Stacey Tolbert, Town Manager, Town of Lewisville
Nick Smith, Town Manager, Town of Midway
Jason Hill, Director of Public Works, Town of Rural Hall
Dan Corder, Village Administrator, Village of Tobaccoville
Mark Swaim, Town Manager, Town of Wallburg
Josh Tussey, Assistant Planning Director, Davidson County
Mark Kirstner, Planning Director, Piedmont Authority for Regional Transportation
Eric Nance, Planning Director, Stokes County
Bruce Adams, General Manager, WSTA
Carter Spradling, Regional Planner, NW RPO
Pam Cook, Transportation Engineer III, Western Planning Division, NCDOT
Richard Jones, Transportation/Fleet Maintenance Director, Davidson County

PRESIDING: Jeff Fansler, Chairman, WSDOT

STAFF PRESENT:

Hunter Staszak, WSDOT
John Hanes, WSDOT
Ridwaana Allen, WSDOT
Tia Ramsey, WSDOT
Maricelis Hernandez, WSDOT
Janice Hillanbrand, WS Budget
Ben Woeber, WSDOT
Fred Royal, Civil Engineer Field Manager, City of WS
Charles Hendrick, Financial Manager, City of WS
Phillip Craver, NCDOT
Erin Thompson, Kimley-Horn

RECORDING SECRETARY: Nateja Hale, WSDOT

OTHERS:

Larry Bell, WSTV

- Election of Officers
 - John Rhyne made a motion of elect Jeff Fansler as Chairman and Amy Crum as Vice Chair.

MOTION: John Rogers

SECOND: Wes Kimbrell

VOTE:

FOR: Unanimous

AGAINST: None

Abstained: None

1. Public Comments

- None

Action Items

2. Consideration of January 16, 2025, TAC Meeting Minutes

Presented By Jeff Fansler

- *No Comments.*

MOTION: Eric Nance

SECOND: John Rhyne

VOTE:

FOR: Unanimous

AGAINST: None

Abstained: None

3. Consideration of a Checklist Certifying the Winston-Salem Area Transportation Planning Organization's (TPO) Transportation Planning Process for Fiscal Year 2024-2025 (WSUAMPO)

Presented By Kelly Garvin

- Federal regulations require the North Carolina Department of Transportation (NCDOT) and all Metropolitan Planning Organizations (MPOs) in the state to annually certify to the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) that their transportation planning processes are addressing the major issues of the urban area and are being conducted in accordance with all applicable provisions of federal law.
- NCDOT provided the attached checklist to aid MPO's in the self-certification process. Staff have reviewed the checklist and provided a response to each of the items. Staff believes the Winston-Salem Area TPO transportation planning process is adequately addressing the major issues of the urban area and is being conducted in accordance with all applicable provisions of federal law governing transportation planning.

- In 2024, the FHWA and FTA conducted a formal review of the Winston-Salem Area TPO's transportation planning process and found that the process is being carried out in substantial compliance. This item was advertised for thirty (30) days in compliance with the WSATPO Public Participation Policy.
- *No Comments.*

MOTION: Amy Crum

SECOND: Stacy Tolbert

VOTE:

FOR: Unanimous

AGAINST: None

Abstained: None

4. Consideration of Targets for Safety Performance Measures Established by the North Carolina Department of Transportation (NCDOT) and Amending the 2045 Metropolitan Transportation Plan (MTP)

Presented By Ridwaana Allen

- Per the Federal Highway Administration's (FHWA's) Highway Safety Improvement Program (HSIP) final rule (23 CFR, Part 490), the North Carolina Department of Transportation (NCDOT) must coordinate the establishment of safety targets with the Metropolitan Planning Organizations (MPO) in the state. Last year, on February 15, 2024, the WSATPO TAC approved a resolution of support for the safety performance measure targets established by the State.
- In accordance with Federal guidelines, the review of progress toward meeting these goals must be tracked and recorded annually in the Highway Safety Improvement Plan (HSIP) annual report. The measures and targets identified for 2025 include:
 1. For the 2025 Highway Safety Improvement Plan (HSIP), the goal is to reduce total fatalities by 30.40 percent from 1,585.2 (2021–2023 average) to 1,103.3 (2021–2025 average) by December 31, 2025.
 2. For the 2025 Highway Safety Improvement Plan (HSIP), the goal is to reduce the fatality rate by 31.63 percent from 1.353 (2019–2023 average) to 0.925 (2021–2025 average) by December 31, 2025.
 3. For the 2025 Highway Safety Improvement Plan (HSIP), the goal is to reduce total serious injuries by 38.80 percent from 5,236.8 (2019–2023 average) to 3,204.8 (2021– 2025 average) by December 31, 2025.
 4. For the 2025 Highway Safety Improvement Plan (HSIP), the goal is to reduce the serious injury rate by 40.12 percent from 4.467 (2019–2023 average) to 2.675 (2021– 2025 average) by December 31, 2025.
 5. For the 2025 Highway Safety Improvement Plan (HSIP), the goal is to reduce the total nonmotorized fatalities and serious injuries by 39.01 percent from 712.6 (2019– 2023 average) to 434.6 (2021–2025 average) by December 31, 2025.
- *Chairman Fansler mentioned both TCC and TAC staff provided questions/comments during the January meeting. Chairman Fansler questioned whether staff felt comfortable with the safety performance parameters provided by NCDOT and provided an option to review surrounding TPOs/MPOs safety performance measures and apply them to WSATPO parameters. Chairman Fansler proposed that TCC staff meet biannually to check-in.*

- *Chris Jensen inquired whether it should be noted to modify the motion to add a check-in. Chairman Fansler replied that instead, Staff will return in the fall with recommendations based on peer MPOs.*
 - *The biannual meetings would be to discuss what progress is being made towards WSATPO's adopted Safety Performance Measures*
- *Further discussion of peer MPOs/TPOs and proposed Safety Performance Measures for 2026 will occur during a fall 2025 TCC meeting.*

MOTION: Eric Nance

SECOND: Chris Jensen

VOTE:

FOR: Unanimous

AGAINST: None

Abstained: None

5. Consideration of a Request to Transfer Allocated Funds from Project BL-0114 and Project C-5705 to Project U-6154 and Amending the 2024-2033 Winston-Salem Area Transportation Planning Organization (WSATPO) Transportation

Presented By Hunter Staszak

- The Winston-Salem Area TPO Transportation Advisory Committee (TAC) previously funded two sidewalk projects in the Town of Lewisville through the Congestion Mitigation and Air Quality Improvement Program (CMAQ) and Carbon Reduction Program (CRPDA). The funding was allocated as follows:
 - On May 17, 2018, the TAC approved CMAQ funding toward the Lewisville-Vienna Road Sidewalk Extension (C-5705). According to the State Transportation Improvement Program (STIP) records, the total federal funding (CMAQ) programmed toward the project is \$1,414,000, with a local match of \$353,000.
 - On February 16, 2023, the TAC of the Winston-Salem Area TPO approved the programming of federal funding for the Shallowford Road Sidewalk Project (BL-0114), which would have constructed sidewalk along Shallowford Road between Shallowford Reserve Drive and Lowes Foods Drive in Lewisville. According to the STIP records, the total federal funding programmed toward the project is \$1,052,000, with a local match of \$264,000. Of the federal amount, \$167,000 is Carbon Reduction Program (CRPDA) funding, and \$885,000 is CMAQ.
- The Town of Lewisville is also in the right-of-way phase for a roundabout at Lewisville-Vienna and Robinhood Road (U-6154). The TAC previously approved funding for the project in 2018 and 2022. There is currently \$2,146,000 in STBG-ANY/STBG-DA funding programmed toward the project in the STIP, with a local match of \$536,000. Current estimates indicate that the initial \$1,494,000 in federal funding programmed toward the project for the construction (CON) phase will not suffice.
- *No Comments.*

MOTION: Amy Crum

SECOND: John Rhyne

VOTE:

FOR: Unanimous

AGAINST: None

Abstained: None

6. Consideration of an Amendment to the Memorandum of Agreement (MOA) with the High Point MPO fi the Transfer of Planning Responsibility and Authority of the Portion of the Winston-Salem Urbanized Area (UZA) located within the Davidson County Limits.

Presented By Hunter Staszak

- 23 USC 134 and Section 8 of the Federal Transit Act require that a Metropolitan Planning Organization (MPO) be designated for each urbanized area and that if necessary, the boundaries of the MPO be expanded after each decennial Census to cover the Census defined urbanized area (UZA).
- As a result of past United States Censuses, including the 2020 Census, portions of the Winston-Salem Urbanized Area have been delineated within the High Point Metropolitan Planning Organization's metropolitan planning area boundary. Both the Winston-Salem Area Transportation Planning Organization (WSATPO) and High Point MPO agree that the respective MPOs will continue to carry out federal transportation planning requirements for the urbanized areas within their planning boundaries, pursuant to 23 USC 134, 49 USC 5305, and 23 CFR Part 450. To formalize the transfer of planning responsibility for the portions of the Winston-Salem Urbanized Area within the High Point MPO's metropolitan planning area boundary, a memorandum of agreement (MOA) is required. The Winston-Salem Area TPO and High Point MPO entered into this agreement on September 21, 2023.
- In 2024, the Winston-Salem Area TPO, High Point MPO, and Federal Highway Administration (FHWA) met to discuss amending the 2023 MOA to clarify the responsibilities of each MPO in the development of a Congestion Management Process (CMP) for the portions of the Winston-Salem Urbanized Area within the High Point MPO metropolitan planning area boundary. The Winston-Salem Urbanized Area is a Transportation Management Area (TMA), and all TMAs are required to be covered by a CMP. During this meeting, the Winston-Salem Area TPO agreed to include the portions of the Winston-Salem Urbanized Area within the High Point MPO metropolitan area boundary in its CMP.
- *No Comments.*

MOTION: Mark Swaim

SECOND: Eric Nance

VOTE:

FOR: Unanimous

AGAINST: None

Abstained: None

Information Items for Future Action

7. Review of the Fiscal Year 2024-2033 Transportation Improvement Program (TIP) Amendments and Modifications for the Winston-Salem Area Transportation Planning Organization (WSATPO) and Amending the 2045 Metropolitan Transportation Plan(MTP).

Presented By John Hanes

- The Fiscal Year (FY) 2024-2033 Transportation Improvement Program (TIP) is a comprehensive list of all transportation projects programmed for the Winston-Salem Urban Area and must be a subset of the Winston-Salem Urban Area 2045 Metropolitan Transportation Plan (MTP) and match Winston-Salem Area Transportation Planning Organization (WSATPO) projects in the FY 2024-2033 State Transportation Improvement Program (STIP). The 2045 MTP Update was adopted by the TAC on November 19, 2020 and amended by the TAC September 21, 2023.
- The North Carolina Department of Transportation (NCDOT) regularly updates the STIP to include new projects and modify existing projects. Any STIP amendment for new statewide projects or projects within the Winston-Salem Area Transportation Planning Organization (WSATPO) triggers the amendment of the TIP. Modifications to the STIP do not require adoption but are provided for information.
- As required by the WSATPO's Public Participation Policy, the amendments and modifications to the FY 2024-2033 TIP will be made available for public review and comment for at least thirty (30) days.
- Adoption of this resolution approves the additions, deletions, and modifications to the 2024-2033 TIP and amends the 2045 Winston-Salem Urban Area Metropolitan Transportation Plan (MTP) to ensure continued consistency between the two documents.
- *No Comments.*

8. **Review of the City of Winston-Salem 2024 Updates to the Winston-Salem Transit Authority (WSTA) Public Transportation Agency Safety Plan,**

Presented By Kelly Garvin

- The Federal Transportation Administration (FTA) requires Public Transit agencies to adopt a Public Transportation Agency Safety Plan (PTASP) per 49 CFR Part 673. The PTASP describes the policies, procedures, and requirements to be followed by the management, maintenance, and operations personnel who provide services for the Winston-Salem Transit Authority (WSTA) on behalf of the City of Winston-Salem to provide a safe environment for them, the customers, and the public. The goal of the program is to eliminate the human and fiscal cost of avoidable personal injury, vehicle accidents, and property damage.
- Local Safety Committees for transit agencies are required to meet and monitor the progress of the plan in an effort to reduce hazardous conditions and meet safety performance targets. Updates to the plan must be made at least annually.
- The FTA issued General Directive 24-1 to address the significant and continuing national-level safety risk related to assaults on transit workers. The General Directive requires each transit agency subject to FTA's Public Transportation Agency Safety Plans (PTASP) Final

Rule to, (1) conduct a safety risk assessment, (2) identify safety risk mitigations or strategies, and (3) provide information to FTA on how it is assessing, mitigating, and monitoring the safety risk associated with assaults on transit workers.

- The updates to the PTASP include the latest FTA requirement along with annual performance measures and updates to the Hazard and Threat Assessment tables found in Exhibit 1 of the plan. RATP Dev, the contractor providing transit services for WSTA, has made some significant changes to safety monitoring and training which will help WSTA improve its safety performance targets.
- *No Comments.*

9. Review of Fiscal Year 2026 Congestion Mitigation and Air Quality (CMAQ) and Fiscal Year 2024-2025 Carbon Reduction Program (CRP) Projects for the Winston-Salem Area Transportation Planning Organization (WSATPO).

Presented By Ridwaana Allen

- Congestion Mitigation & Air Quality (CMAQ) is a federal program that funds transportation projects and programs in air quality nonattainment and maintenance areas to help achieve and maintain national standards for air quality pollutants. In North Carolina, the North Carolina Department of Transportation (NCDOT) serves as the administrator for this program. Funding is apportioned to North Carolina based on the population in non-attainment and maintenance areas of the state and the severity of air quality problems.
- Carbon Reduction Program (CRP) is a federal program that funds projects that reduce on-road emissions of carbon dioxide. This program is also administered by NCDOT.
- On October 1, 2024, the Winston-Salem Area Transportation planning Organization issued a call for projects that concluded on November 13, 2024, with no applicants. The call for projects was reopened on December 10, 2024, and concluded on January 3, 2025. This call for projects will program a total of \$2,874,395 across the two programs. Of that, 64.5% is \$1,854,395 in FY26 CMAQ funding and 35.5% is \$1,019,898 in FY24 and FY25 CRP funding. Broken down by fiscal year, the CRP allocation is based on unallocated amounts from FY24 (\$124,000) and the full allocation amount for FY25 (\$895,898). Based on discussions between the TPO, NCDOT/FHWA, and the Village of Clemmons, the previously approved \$124,000 for the Village of Clemmons' electric vehicle (EV) purchase of two F-150 Lightning Trucks has been unallocated.
- Two (2) candidate projects totaling \$2,600,000 were submitted for funding consideration during the call for projects. Emissions reductions as estimated by the Forsyth County Office of Environmental Assistance and Protection (FCOEAP) constituted 50% of the score, and the quantitative checklist and project narratives each constituted 25%. Since project requests did not exceed the amount of available funds and both projects are eligible under CMAQ and CRP, staff recommends that both projects receive full funding as shown below:
 1. Piedmont Authority for Regional Transportation (PART), requesting \$1,800,000 for the Winston-Salem/High Point PART Express Route – 1-74 Corridor. **Full funding in the amount of \$1,800,000 is recommended.**
 2. City of Winston-Salem, requesting \$800,000 for Downtown Streetlight Procurement and Replacement. **Full funding in the amount of \$800,000 is recommended.**
- *No Comments.*

10. Review of a Resolution Approving a Letter of Support for the City of Winston-Salem and Winston-Salem Transit Authority (WSTA) Grant Application for the FY25 Bus and Bus Facilities Competitive Program and Low or No Emission Grant Program.

Presented By Hunter Staszak

- The City of Winston-Salem on behalf of the Winston-Salem Transit Authority (WSTA) plan to apply for funding through the United States Department of Transportation (USDOT) Federal Transit Administration's (FTA) FY 25 Bus and Bus Facilities Competitive Program (5339(b)) and Low or No Emission Grant Program (5339(c)). The application, which would pursue funding for the purchase of five (5) diesel-electric hybrid buses. The diesel-electric hybrid buses would replace buses that have exceeded the end of their useful life.
- The City of Winston-Salem was awarded funding in the FY24 cycle of the Low or No Emission Grant Program. With more of the fleet reaching the 500,000-mile, 12-year useful life threshold, there is a need to secure more fixed route buses.
- The proposed project aligns with several key goals and objectives outlined in the Winston-Salem Area TPO's 2045 Metropolitan Transportation Plan, including:
 - The enhancement of connections between major destinations such as employment and education centers.
 - The prioritization of funding to support existing transit services and transit state of good repair.
- Adoption of this item would approve a letter of support from the Winston-Salem Area Transportation Planning Organization (WSATPO) endorsing the City of Winston-Salem on behalf of the Winston-Salem Transit Authority's FY24 grant application to the FTA's FY25 Bus and Bus Facilities Competitive Grant Program and Low or No Emission Grant Program
- *No Comments.*

Staff Reports (Presentation by Staff)

11. TPO Staff Reports

- a. NCDOT Division 9 Transportation Projects Update
 - i. John Rhyne provided updates for current projects starting on page 141 in TAC Booklet.
 - ii. NCDOT will have public input meeting during the week March 3rd-7th for the 2026-2035 Draft STIP.
- b. NCDOT Transportation Planning Update (Pam Cook)
 - i. Pam Cook
 1. Pam Cook provided MTP/CTP link that will have most recent meeting minutes.
 2. TPD will have a change in representation for TAC/TCC. Andy Bailey will become the interim representative.
- c. NCDOT Integrated Mobility Division (Pam Cook)
 - i. March 13 will be the quarterly webinar for IMD Updates.
- d. FHWA (Joseph Geigle)
 - i. Joseph Geigle will represent FHWA in Suzette Morales' absence.

- ii. WSATPO will continue to communicate with FHWA regarding any RAISE Grant needs.
- e. Piedmont Triad Regional Council of Governments Update (Carter Spradling)
 - i. Kelly Garvin provided information regarding the Piedmont Legacy Trails Summit March 5th (Greensboro, NC)
- f. Winston-Salem Transit Authority (WSTA) Update (Bruce Adams)
 - i. WSTA is looking to begin operational phase to improve reliability, safety and efficiency.
 - ii. WSTA is holding a Job Fair, March 8th.
 - iii. Bruce Adams updated staff with plans to implement route changes in March 2025
- g. TPO Calendar Of Activities (Hunter Staszak)
 - i. Call for projects will come to an end March 3rd. WSATPO is offering one-on-one training with new WorkFlow Manager database.
- h. Ethics Liaison (Kelly Garvin)
 - i. Kelly Garvin asked staff to help remind their TAC representatives to complete their ethics requirements. The deadline for their ethics forms is April 15th.
- i. Moving Times
 - i. Ridwaana Allen highlighted some funding opportunities.
- j. 2050 MTP/CTP Updates
 - i. John Hanes highlighted updates provided from the most recent MTP/CTP meeting.

12. Next Meeting/Adjourn meeting (Chairman, Jeff Fansler)

Next Meeting: March 20th, 2025

ADJOURNMENT 3:00 P.M.

ITEM #10

**Winston-Salem Area Transportation Planning Organization
Technical Coordinating Committee
Action Request**

Meeting Date: March 20, 2025 **Agenda Item Number:** 10

Action Requested: Review of an amendment to the Winston-Salem Area Transportation Planning Organization (WSATPO) Technical Coordinating Committee (TCC) By-laws for the addition of a consent agenda.

SUMMARY OF INFORMATION: **Attachments:** Yes X No

The Winston-Salem Area TPO's (WSATPO) Memorandum of Understanding (MOU) outlines the policies, structure, membership and the roles and responsibilities of WSATPO and is the governing document of the WSATPO while the TCC By-laws define the purpose, membership, quorum requirements, and other rules for conducting TCC meetings. The By-laws along with the MOU were last amended on September 19, 2013 and had an effective date of January 16, 2014. These documents are periodically revised to reflect changes in legislation, organization structure, and MPO best practices.

In an effort to streamline and improve various processes and address some coordination and timeline issues between the TPO and state and federal partners, staff conducted a peer review of other MPO's by-laws and processes in the state. It was determined that many MPOs across the State used a consent agenda for their meetings. This allowed TCC members to spend more time on items that are more complex in nature or require more in depth discussion and deliberation from the board.

Staff recommends the following revisions to the TCC By-laws "Article V "Meetings", Section 5 "Agenda":

- Incorporate the use of a consent agenda
- Allow for consent agent items to be brought before the board once as an action item after the required public participation period if applicable.

TCC Vote: Motion by: _____ **Second by:** _____

Vote: For _____ **Against** _____

Consent agenda items would be acted upon collectively under a single motion and could be removed from the consent agenda for discussion at the discretion of TCC members. Examples of consent agenda items would include:

- Transportation Improvement Program (TIP) amendments,
- Unified Planning Work Program (UPWP) amendments,
- letters of support, and
- annual self-certification.

Consent agenda items would be subject to direct action and would not require an informational item.

Proposed revisions to Article V “Meetings”, Section 5 “Agenda” of the TCC By-laws appear in red in the attached revised by-laws.

Amendments to the TCC By-laws will be made available for public review and comment for at least thirty (30) days prior to the May 15, 2025 TCC meeting.

**RESOLUTION
AMENDING THE BY-LAWS OF THE
TECHNICAL COORDINATING COMMITTEE (TCC) OF THE
WINSTON-SALEM AREA TRANSPORTATION PLANNING ORGANIZATION**

A motion was made by TCC Member _____ and seconded by TCC Member _____ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, the Winston-Salem Area Transportation Planning Organization (WSATPO) is involved in a comprehensive, continuing, and cooperative transportation planning process; and

WHEREAS, the WSATPO TCC is governed by its by-laws which, as last amended on September 19, 2013, provide for the operation and framework for the TCC while defining its Functions; Relationship with the Membership and Terms; Time and Place of Meeting; Agendas: Officers; Quorum and Voting Procedures; and process for the Amendments of By-laws; and

WHEREAS, the TCC by-laws provide detailed procedural guidance to the TCC in completing the transportation planning process and in constituting membership; and

WHEREAS, from time to time language in the by-laws needs to be revised and updated to reflect changes in Federal or State legislation and policies or changes in organization, department or staff position names; and

WHEREAS, the Consent Agenda allows the TCC to act on routine administrative items or items deemed as non-controversial in one motion if no member or the public wishes an item be removed and discussed on the regular agenda; and

WHEREAS, Members of the TCC may raise questions, seek clarification or add directions to Consent Agenda items without removing the item from the Consent Agenda as long as no other member objects to the change; and

NOW, THEREFORE, BE IT RESOLVED that the TCC of the Winston-Salem Area TPO approves an amendment to the TCC by-laws to allow for the use of a consent agenda at its meetings.

Adopted on this the 15th day of May, 2025.

Jeff Fansler, Chairman
Technical Coordinating Committee

Kelly Garvin, Secretary
Transportation Advisory Committee

Adopted in September 2013; to be effective upon execution of the amended MOU by all parties. Effective January 16, 2014

**BY-LAWS
WINSTON-SALEM URBAN AREA
TECHNICAL COORDINATING COMMITTEE**

ARTICLE I - NAME

The name of this organization shall be the **Winston-Salem Urban Area Technical Coordinating Committee**, hereinafter referred to as the "TCC".

ARTICLE II - PURPOSE

The purpose and goals of this committee shall be:

1. To provide general review, guidance and coordination of the continuing, cooperative and comprehensive transportation planning process in the Urban Area.
2. To prepare and make recommendations to the Transportation Advisory Committee (TAC) regarding matters relating to transportation planning.
3. To facilitate coordination and communication between policy boards and agencies represented on the TAC and TCC.
4. To facilitate coordination of transportation planning with other planning efforts such as those concerning land use, public utilities and maintenance of air quality.

ARTICLE III - MEMBERS

Section 1 - Number and Qualifications: As specified in the Memorandum of Understanding (MOU), the TCC shall include professional staff from local and State governmental agencies directly related to and concerned with the transportation planning process for the Planning Area. Representatives from member governments may include elected officials acting in a professional capacity and not currently serving as a member or alternate member of the Transportation Advisory Committee. Each member agency's representative(s) shall be designated by the chief administrative officer of that agency.

The voting membership shall include, but not be limited to, the following members:

- Deputy County Manager, Forsyth County
- Director, Forsyth County Office of Environmental Assistance and Protection

- Assistant City Manager for Public Works, City of Winston-Salem
 - Director of Transportation, City of Winston-Salem DOT (WSDOT)
 - Community Planner, North Carolina Division of FHWA
 - Urban Area Coordinator, NCDOT--Transportation Planning Branch
 - Ninth Division Engineer, NCDOT
 - Director, City-County Planning Board
 - Planning Development Coordinator, WSDOT
 - Transportation Planning Coordinator, City-County Planning Board □
- The Manager from each of the following municipalities:
- Bermuda Run
 - Bethania
 - Clemmons
 - Kernersville
 - King
 - Lewisville
 - Midway
 - Rural Hall
 - Tobaccoville
 - Walkertown
 - Wallburg
 - Municipalities joining the MPO by becoming party to Memorandum of Understanding (MOU)
- The Manager from each of the following counties:
 - Davidson
 - Davie
 - Stokes
 - Director, Piedmont Authority for Regional Transportation (PART)
 - Director, Winston-Salem Transit Authority (WSTA)
 - Planner, Northwest Piedmont Rural Planning Organization (RPO)
 - Representatives of Major Modes of Transportation (i.e., Trucking Firms, Railroads, Intercity Bus, Taxi Companies, etc.)

Non-voting, advisory membership shall include, but not be limited to, the following members:

- Director, Public Transportation Division, NCDOT

Section 2 - Terms of Office: There shall be no limitation on the length of time a member may serve on the TCC subject to the authorization to do so by their respective agency.

Section 3 - Alternates: Each member agency may appoint an alternate to its representative provided each alternate also meets the same qualifications of membership. That alternate member may serve as a full voting member during any meeting where that board's representative is not in attendance. Proxy and absentee voting are not permitted.

ARTICLE IV - OFFICERS

Section 1 - Officers Defined: The officers of the TCC shall consist of a Chairman and Vice Chairman, to be elected by the majority vote of the eligible voting members of the TCC.

Section 2 - Elections: The Chairman and Vice-Chairman shall be elected annually at the first regularly scheduled meeting of the calendar year. The newly elected Chairman and Vice Chairman shall take office immediately following the election.

Section 3 - Terms of Office: The term of office for officers shall be one year. Officers may serve successive terms. Each officer shall hold office until his/her successor shall have been duly elected or until his/her earlier death, resignation, disqualification, incapacity to serve, or removal in accordance with the law.

Section 4 - Duties of Officers: The Chairman shall call and preside at meetings and appoint committees. The Chairman shall appoint a clerk who will provide or otherwise delegate staff services for the TCC, as needed, and will be responsible for taking summary minutes of the Committee's proceedings.

In absence of the Chairman, the Vice-Chairman shall preside and complete all other duties of the Chairman.

ARTICLE V - MEETINGS

Section 1 - Regular Meetings: Meetings shall be held at least bi-monthly but may be canceled due to the lack of agenda items. Meetings will be held on the third Thursday of the months of January, February, March, May, July, September and November.

Section 2 - Special Meetings: Special meetings may be called by the Chairman with seven (7) days notice, or at the request of the majority of the eligible voting members. Whenever possible, at least seven (7) days notice shall be given.

Section 3 - Quorums: A quorum shall be constituted by the presence of at least fifty-one percent (51%) of the members at the beginning of the meeting. Members may call in to a meeting via telephone or other electronic means and be counted as present at the meeting provided that the electronic means allows the member to hear and to participate in all deliberations and votes.

Section 4 - Attendance: Each member shall be expected to attend each regular meeting and each special meeting provided at least seven (7) days notice is given. Subject to his/her member agency's approval, a member may appoint an alternate to serve in his/her absence provided that the member informs the Clerk of the Committee prior to the meeting which the alternate will attend. This notification shall authorize the alternate to vote in the member's absence. Voting members (or their authorized alternates) not attending three (3) consecutive regular meetings will be considered non-voting members for the purpose of determining a quorum as of

the fourth meeting. A member's or alternate's voting privileges will be reinstated automatically by his/her attendance at a subsequent TCC meeting.

Section 5 - Agenda: **The agenda for meetings of the TCC shall be divided into two parts, the Regular Agenda and the Consent Agenda.** The **Regular** Agenda is a list of considerations for discussion at a meeting. Items on the **Regular** Agenda originate as a carryover from previous TCC meetings, or are placed on the agenda prior to its distribution by any member of the TCC, by request from any jurisdiction party to the MOU, or by the request of the Chairman of the Transportation Advisory Committee. Additional items may be placed on the **Regular** Agenda following discussion of the last item on the **Regular** Agenda, as long as a majority concurrence of the present and eligible voting members is received.

The Consent Agenda groups routine meeting discussion points into a single agenda item. Consent Agenda items can be approved in one action, rather than through the filing of multiple motions. As part of a Consent Agenda, the TCC may act on routine administrative items or items deemed by the TCC as non-controversial in one motion if no member or the public wishes an item to be removed and discussed on the regular agenda, These items include, but not limited to TIP amendments, UPWP amendments, letters of support, and annual self-certification of the transportation planning process that have been subject to a 30 day public review process. Members of the TCC may raise questions, seek clarification, or add directions to Consent Agenda items without removing the item from the Consent Agenda as long as no other member objects to the change. Consent agenda items will be subject to direct action and do not require an informational item.

Section 6 - Voting Procedures: The Chairman and any member may call for a vote on any issue, provided that it is seconded and within the purposes set forth in Article II and provided the issue is on the agenda as outlined in Section 5 of this article. Each voting member of the TCC shall have one vote. A majority vote of the members (or their authorized alternates) present and eligible to vote shall be sufficient for approval of matters coming before the Committee. The Chairman is permitted to vote. Abstentions shall be considered affirmative votes. By approval of the TCC, a member may withdraw from voting on an issue. In the absence of any direction from these By-laws or other duly adopted voting procedures pursuant to certain approval actions, ***Robert's Rules of Order, Newly Revised*** will designate procedures governing voting.

ARTICLE VI – PARLIAMENTARY PROCEDURES

The rules contained in the current edition of ***Robert's Rules of Order, Newly Revised***, shall govern the TCC in all cases to which they are applicable and in which they are not inconsistent with the MOU, these bylaws and/or any special rules of order the TCC may adopt.

ARTICLE VII - AMENDMENTS TO BY-LAWS

Amendments to these By-laws of the TCC shall require the affirmative vote of at least a majority (51%) of the TCC's eligible voting members, provided that written notice of the proposed amendment has been received by each member at least seven (7) days prior to the

meeting at which the amendment is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the MOU governing this document. In the event of any conflict, the MOU shall carry precedence over these By-laws.