



Transportation Intergovernmental Policy Advisory Group

Meeting for Steering Committee

July 20, 2009

Summary Report

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Action Items:

1) Next Meeting:

August 24, 2009 – 10:00am

Hosted by NC Association of County Commissioners

5th Floor Board Room – Quorum Center, 323 Jones Street, Raleigh

For Next Meeting:

- 1) Steering Committee members who have not yet presented a **one-page summary** of their policy making process will present these at the August 24th meeting. **Send to beau@fountainworks.com by August 18**
- 2) Each Steering Committee member will send in three topic areas for the Advisory Group to consider as part of its initial work plan.
Send to beau@fountainworks.com by August 18

1 Overview

This report summarizes the second meeting of Intergovernmental Policy Advisory Group's Steering Committee. This meeting was held on July 20, 2009 and was hosted by the North Carolina Association of County Commissioners in Raleigh at the Quorum Center.

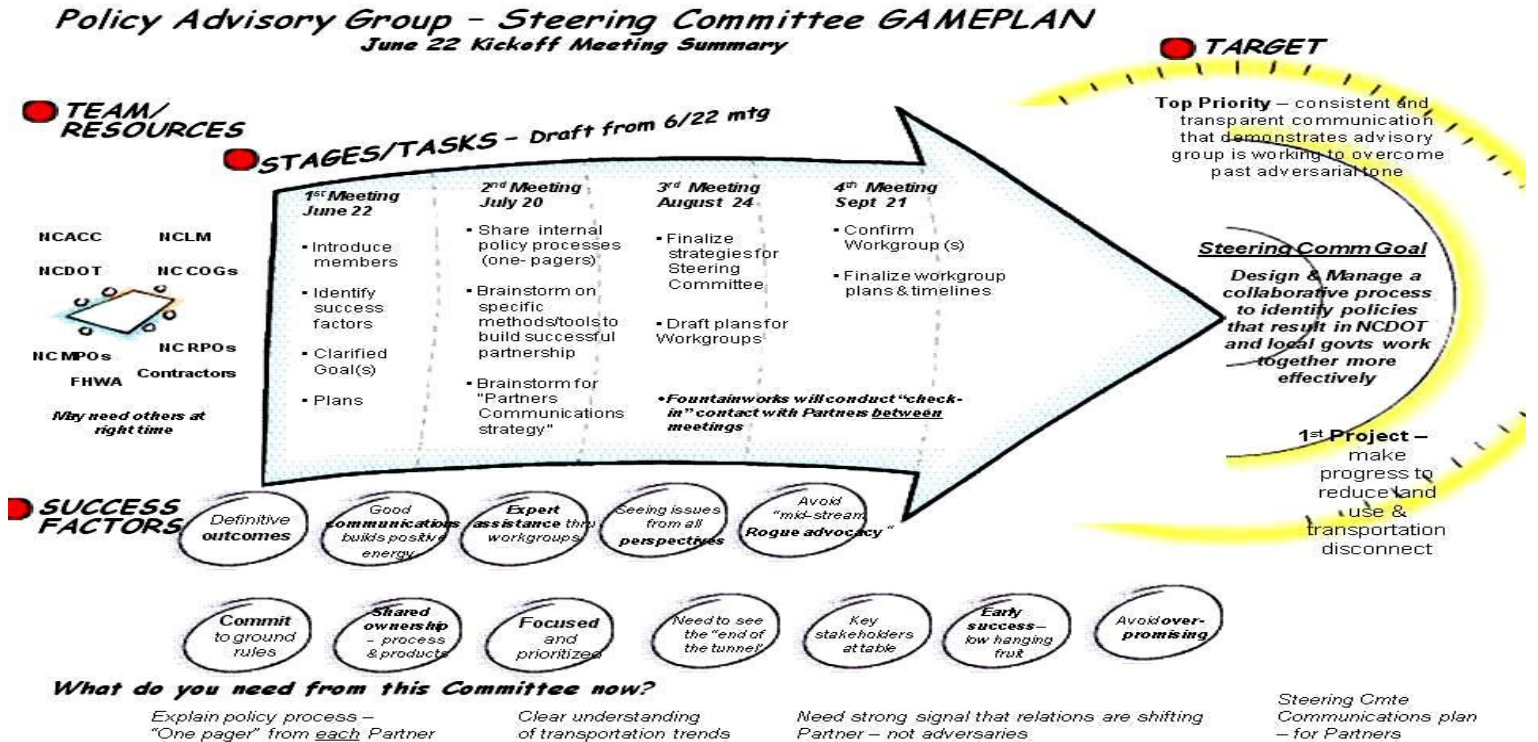
The major headings of this report correspond to the key segments and discussion points during the meeting.

Intergovernmental Policy Advisory Group- Steering Committee Members

Paul Meyer (<i>unable to attend meeting</i>) Julie White	NC League of Municipalities	pmeyer@nclm.org jwhite@nclm.org
Kevin Leonard	NC Association of County Commissioners	Kevin.leonard@ncacc.org
Mike Kozlosky	NC MPO Association	mike.kozlosky@wilmingtonnc.gov
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Betty Huskins	NC Council of Governments Association	bruhuskins@gmail.com
Mike Horn	Contractor Rep. Kimley-Horn & Associates	mike.horn@kimley-horn.com
Jim Trogdon Susan Coward Mark Foster Jim Westmoreland Terry Gibson Mark Tyler	NCDOT Management Team	jhtrogdon@ncdot.gov scoward@ncdot.gov mfoster@ncdot.gov jwestmoreland@ncdot.gov tgibson@ncdot.gov mtyler@ncdot.gov
John Sullivan	USDOT/FHWA	john.sullivan@fhwa.dot.gov

2 Opening Comments

The meeting began with a review of the Transportation Advisory Group game plan developed during the kick-off meeting in June 2009.



Success Factors:

- Work for early successes/Low hanging fruit
- Good communications builds positive energy
- Seeing issues from all perspectives
- Avoid mid-stream "rogue advocacy"
- Shared ownership of process and products
- Need to see the "end of the tunnel"
- Definitive outcomes
- Expert assistance in groups
- Avoid over-promising
- Commit to ground rules
- Focused and prioritized
- Key stakeholders at the table

3 Context for TIPAG

Fountainworks provided an overview of major trends in transportation to provide context for TIPAG's work. The purpose of this segment was to provide a common foundation among all Advisory Group members about the current environment. The trends in transportation provide a case of change and reinforce the necessity for the Advisory Group's work.

Key points included:

Growing Demand on the System

- Doubling of vehicle miles traveled by 2030
- North Carolina's population is projected to grow by 50% between 2000 and 2030, making it the 7th most populous state in nation

Increasing Costs of Supplies

- Construction supplies inflation; 80% increase since 2002
- Spike in global asphalt, cement and steel prices are expected to continue

Declining Funding

- State gas tax purchasing power has declined due to inflation and increased fuel efficiency
- Federal Highway Trust Fund program is projected to run out of funding by 2009
- Transportation funding is flat/declining

Other Factors

- An aging infrastructure (The American Society of Civil Engineers gives North Carolina roads a D minus and an overall infrastructure grade of C minus)
- Lack of interconnectivity within the transportation system
- North Carolina is not considered logistics friendly (No North Carolina city is rated in the top 50 nationally) The Governor and NCDOT are forming a task force to work on this

Mandate for Change

- Governor and NC DOT Secretary are committed to changing the way the department does business and engages its partners

4 Member Organizations' Policy Process:

In order to better understand the internal decision-making structure of NC Board of Transportation and each of the participating organizations in the Advisory Group, members prepared and presented one page summaries of their policy making process. The following individuals presented their processes to the group. These summaries are included in Appendix A of this report.

- Jim Westmoreland, NC DOT and NC Board of Transportation
- Betty Huskins, NC Council of Governments Association
- Mike Kozlosky, NC Association of Metropolitan Planning Organizations
- Hannah Cockburn, NC Association of Rural Planning Organizations

5 TIPAG Communications Plan

A primary goal for this meeting was to develop a common message that articulated the rationale and need for the Advisory Group. Working in small groups, members were asked to answer the following questions:

- Why is it important for my/our organization to spend time on this Advisory Group?
- What can my organization get from this effort? (How does it advance our mission?)

Team member responses

Why TIPAG?

- ➔ Federal, state and local agencies must develop and implement policies together to make transportation more effective
- ➔ Get organizations to work more closely – enhance working relationships
- ➔ Facilitate working together on policies and issues
- ➔ Secretary Conti has made this a key initiative for the this year
- ➔ Improve communication between agencies (state and local)
- ➔ Set policies and improve time for input
- ➔ Improve level of service – at local and state level
- ➔ These are critical relationships to build and maintain
- ➔ Cost effective approach—Put dollars toward what is most important
- ➔ Need for more collaborative process in transportation
- ➔ If we are going to change, now is the time to do it (time critical)
- ➔ This is part of the transportation reform at NCDOT and reform must be on both sides with good self examination

What can we gain from TIPAG?

- ➔ Efficiency in process (saves money)
- ➔ Better communication/ Better understanding among partners
- ➔ Transportation system that meets our needs
- ➔ Better understanding of organizations and their needs
- ➔ Voice will be heard on the issues
- ➔ A better understanding of how statewide policy reform can work successfully if everyone is willing to participate honestly and openly
- ➔ Better coordination between land use implementation and transportation implementation
- ➔ Initiatives to coordinate land use and transportation planning
- ➔ Improved communication between NCDOT and business partners – better collaboration in policy decisions
- ➔ Commonality between local and statewide missions
- ➔ Economic development – linking commerce with transportation: Growing the state
- ➔ Build relationships and trust with policy makers
- ➔ Streamline planning process and enhance uniformity

Overarching Themes

The team identified the following common themes from the responses listed in the previous page:

- Uniformity of change
- Working relationships
- Financial benefits
- Commitment at the highest levels
- Coordination

6 Organizational Structure for TIPAG

In an effort to develop a formal structure and process for the Advisory Group, Fountainworks researched best practices for interagency collaborative models. Beau Mills presented the Interagency Leadership Team (ILT) as a potential model for this group to consider.

Participants who were familiar with the ILT shared the benefits of creating structured roles, responsibilities and expectations for a collaborative process like this one.

Several participants asked for more information about how TIPAG might differ from the ILT model and what level of legal or leadership commitment was needed from their organization to enable this group to move forward successfully.

7 Next Steps for the Steering Committee:

At the conclusion of the meeting the participants had developed the following action items for the next meeting of the Steering Committee of the Intergovernmental Advisory Group.

Three key action items:

1. The next meeting is on *Monday, August 24 at 10am* – and will be held at the 5th floor Board Room at the Quorum Center in Raleigh.
2. Steering Committee members who have not yet presented a **one-page summary** of their policy making process will present these at the August 24th meeting. (NCACC, NCLM, FHWA)
3. Homework assignment - Each Steering Committee member will send in three topics for the Advisory Group to consider as part of its initial work plan (emailed to members on July 23 and attached as Appendix B to this report).

APPENDIX A: Policy Process Summaries

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION POLICIES AND PROCEDURES

The nineteen (19) member Board of Transportation appointed by the Governor is the department's governing body and is responsible for formulating policies and priorities for all modes of transportation under the Department of Transportation.

The department's overall operations are led by the Secretary of Transportation, a member of the governor's cabinet. The department's Chief Operating Officer is responsible for the oversight and management of day-to-day departmental operations. The Office of Inspector General oversees risk management and auditing functions, as well as operational performance and best practices within NCDOT.

The department operates under various mandates from the Federal Highway Administration, the Federal Rail Administration, the Federal Transit Administration and the Federal Aviation Administration governing all federally-assisted projects. To maintain compliance with these mandates, the department must adopt policies and procedures for their implementation. Additionally, legislation adopted by the North Carolina General Assembly and signed by the Governor, as well as changes in the Administrative Code, impact existing policies and procedures governing specific programs and state funded projects.

The Board of Transportation has a total of twelve (12) standing committees, seven (7) subcommittees, and one (1) special committee, staffed by various business units within the department. New policies, policy revisions and amendments are recommended by staff to the standing committees for their review and consideration. Following committee approval, the recommended policy, policy changes/revisions/amendments are presented to the BOT for its consideration and adoption. (It is important to note that departmental staff also works with the Bicycle Committee and Aeronautics Council in an advisory capacity for transportation issues statewide. Policy recommendations from these committees are forwarded to the standing Board of Transportation committees for review and approval.)

Today there is no standardized process in the department for the dissemination of newly-adopted policies or policy revisions/amendments once they have been approved by the Board of Transportation. New policies/revisions/amendments are normally carried back to the presenting business unit impacted by the specific policy. The business unit determines how best to disseminate the information and educate both the NCDOT staff and external partners impacted by the recent actions of the Board. Policies have been disseminated by memos from the Secretary, the State Highway Administrator, the Chief Engineer's Office, the respective Deputy Secretaries and the

Commissioner of DMV. Many business units provide workshops, training sessions, conferences, and attend various meetings, such as the operations staff meetings, to educate DOT employees on the new policies. Adopted technical policies are published in operating manuals, i.e. Policy on Street and Driveway Access to North Carolina.

There is no general repository for policies and procedures within the department. Many policies are posted to the Business Unit's webpage, but this is not consistently applied across the department. Additionally, there is no process in place to update existing policies when changes/revisions/amendments are adopted by the Board. Each business unit stands alone in maintaining and updating specific policies pertaining to their units and their external partners.

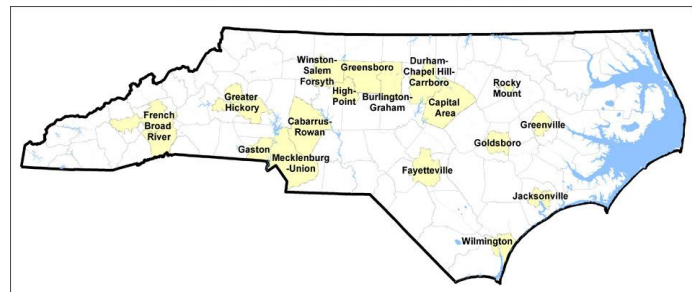


Background

In 1962, Congress enacted a federal law that required all contiguous urbanized areas of 50,000 or greater must provide transportation planning services and created metropolitan planning organizations (MPOs) to complete these tasks. United States Code 134 (a) of Title 23 indicates that “It is in the national interest to encourage and promote the development of transportation systems embracing various modes of transportation in a manner which will efficiently maximize mobility of people and goods within and through urbanized areas and minimize transportation related fuel consumption and air pollution. To accomplish this objective, metropolitan planning organizations in cooperation with the State, shall develop transportation plans and programs for urbanized areas of the State.” These transportation plans and programs are to be completed in a continuing, cooperative and comprehensive manner.

Today, there are currently 17 MPOs in the state of North Carolina that provide these metropolitan transportation planning services. The North Carolina Association of Metropolitan Planning Organizations (NCAMPO) was created in 1999 and is comprised of one voting member from each of these 17 MPOs. The Association’s officers include a President, Vice-President, Treasurer, Secretary and Past-President. NCAMPO meets on a quarterly basis to conduct business for the Association with : transportation planning and policies.

Metropolitan Planning Organizations in North Carolina



Mission

The Mission of the Association is to positively affect policies and decision-making, to serve as a forum for communication, and to provide leadership in transportation planning.

Policy Process

Policy positions of the NCAMPO are coordinated with the members of the Association. Consideration of a policy position can be requested by any member of the Association. The members of the Association will consider the policy position at the next quarterly meeting. In some instances, a group of members of the Association may be assembled to research and provide a recommendation on the policy issue. A resolution may be drafted before or after action has been taken on the policy issue.



North Carolina Association of Rural Planning Organizations

MISSION

The mission of the North Carolina Association of Rural Planning Organizations is to provide a forum for transportation planning officials to exchange information and form consensus on transportation issues of regional, statewide, or national significance.

BACKGROUND

Rural Planning Organizations (RPOs) were developed in response to provisions of the Transportation Equity Act for the 21st Century (TEA-21), which required States to develop a process for rural local officials to actively participate in the transportation planning process. In July 2000, the North Carolina General Assembly amended General Statute 136, Article 17 to authorize the development of Rural Planning Organizations. An RPO is defined as “a voluntary organization of local officials formed through a memorandum of understanding to work cooperatively with the Department (of Transportation) to plan rural transportation systems and to advise the Department on rural transportation policy”. To date, 20 RPOs have been formed, as illustrated on the map below.

North Carolina’s RPOs

The North Carolina Association of Rural Planning Organizations (NCARPO) was formed in October 2003. Association membership is made up of one voting staff representative from each of the twenty RPOs in the state. The primary purpose of the organization is to be a platform for information exchange on transportation related activities including technical methods, procedures and standards and to serve as a consensus building organization for transportation issues of state and national importance. The Association meets on a quarterly basis. The Executive Committee, made up of the President, Vice-President, Secretary and Immediate Past President meet more frequently to handle pressing business matters and to plan upcoming quarterly meetings and training sessions.

POLICY PROCESS

Formal policy positions of the Association are closely coordinated with local Transportation Advisory Committees (TAC) and the North Carolina Association of Regional Council Directors. A resolution regarding a policy position may be requested by any member. Following a discussion of the issue by the membership, the Executive Committee typically drafts a resolution. Each RPO is then asked to forward the resolution to their TAC for consideration. If a majority of RPOs take positive action on the issue, it is brought back to the Association for final action. This process typically takes three to six months.

APPENDIX B: Homework Assignment – Topic Areas & Focus Questions – Due August 18

The **Transportation Intergovernmental Policy Advisory Group** is being created to provide a forum where NCDOT, FHWA and local governments can work collaboratively on critical transportation policy issues.

Assignment #1 - Due August 18th (send to beau@fountainworks.com)

- Identify **three** topic areas, with a corresponding **focus question** for each topic area that would be addressed by a TIPAG working group. (A focus question defines the specific problem or opportunity for improvement in transportation policy.)

Criteria to consider for work group topic areas:

- ➔ Short Term (6-12 months to achieve) vs. Long Term (More than 1 year)
- ➔ High payoff (dollars saved, time saved)
- ➔ Easy to achieve
- ➔ Difficult to achieve (e.g. requires state legislation vs. procedural change)

Example: The TIPAG Steering Committee has already identified **one topic area**:

Topic Area: *Make progress to reduce land use and transportation disconnect.*

What is the specific *focus question* that a work group would tackle related to this topic?

Example Focus Question: *What type process do we need to develop to better ensure that effective agency coordination and communications occurs early on in the life of any new transportation and/or land development project.*

Basic rules of thumb for determining **focus questions**:

- The focus area is important to more than one constituency.
- The questions are directly related to the topic area.
- The questions are answerable.
- Good questions usually begin with why, how, or what.

Assignment #2 (Fun assignment)—Due August 18th

Come up with a shorter, “catchier” name for the Transportation Intergovernmental Policy Advisory Group (TIPAG was not a popular choice during our last meeting). Nominate as many names as you wish and email those to beau@fountainworks.com. Acronyms WILL NOT be accepted!