



MEMORANDUM

DATE: February 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 February 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

- * Election of Officers. (Chairman, Jeff Fansler)
- 1. Public Comments (Chairman, Jeff Fansler)

Action Items

- 2. Consideration of the January 16, 2025 TCC Meeting Minutes. (Enclosed) (Chairman, Jeff Fansler)
- 3. Consideration of a Checklist Certifying the Winston-Salem Transportation Planning Organization's (WSATPO) Transportation Planning Process for Fiscal Year 2024-2025 (Enclosed) (Kelly Garvin).
- 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). (Ridwaana Allen)
- 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 Improvement Program (TIP) (Enclosed) (Hunter Staszak)
- 6. Consideration of an Amendment to the Memorandum of Agreement (MOA) with the High Point MPO for the Transfer of Planning Responsibility and Authority of the Portion of the Winston-Salem Urbanized Area (UZA) located within the Davidson County Limits. (Enclosed) (Hunter Staszak)

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). (Enclosed) (John Hanes)
- 8. Review of the City of Winston-Salem 2024 Updates to the Winston-Salem Transit Authority (WSTA) Public Transportation Agency Safety Plan (Enclosed) (Kelly Garvin)
- 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). (Enclosed) (Ridwaana Allen)
- 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. (Enclosed) (Hunter Staszak)

Staff Reports (Presentation by Staff)

11. TPO Staff Reports (Enclosed)

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

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

Next meeting: March 20, 2025

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**MINUTES
WINSTON-SALEM URBAN AREA
TECHNICAL COORDINATING COMMITTEE (TCC)
JANUARY 16TH, 2025**

2:00 P.M

IN-PERSON MEETING

**Bryce A. Stuart Municipal Building, 5th Floor Arnold G. King Public Meeting Room,
100 E First Street, Winston-Salem, NC, 27101**

MEMBERS PRESENT:

Steve Smotherman, Project Planner, City-County Planning Board
Nick Smith, Town Manager, Town of Midway
Jason Hill, Director of Public Works, Town of Rural Hall
Chris Jensen, Town Engineer, Town of Kernersville
Josh Tussey, Zoning Officer I, Davidson County
Mark Kirstner, Planning Director, Piedmont Authority for Regional Transportation
Pam Cook, Transportation Engineer III, Western Planning Division, NCDOT
Stacey Tolbert, Town Manager, Town of Lewisville
Amy Flyte, Assistant Village Manager, Clemmons
Andrew Meadwell, Manager, Town of Bermuda Run
Amy Crum, Assistant Planning Director, Planning and Development
John Rhyne, Division Engineer, NCDOT
Mark Swaim, Town Manager, Town of Wallburg
Kelly Garvin, Assistant Director of Transportation, City of Winston-Salem
Jordan Payne, Forsyth County Air Quality Program
Nick Morrison, Planner, FHWA
Alex Rotenberry, Integrated Mobility Division, NCDOT
Richard Jones, Transportation/Fleet Maintenance Director, Davidson County
Carter Spradling, Regional Planner, NW RPO

PRESIDING: Jeff Fansler, Chairman, WSDOT

STAFF PRESENT:

Hunter Staszak, WSDOT
John Hanes, WSDOT
Ridwaana Allen, WSDOT
Tia Ramsey, WSDOT
Devin Jones, WSDOT Intern
Maricelis Hernandez, WSDOT
Janice Hillanbrand, WS Budget
Nathan Smiley, Transportation Planner, HPMPO

RECORDING SECRETARY: Nateja Hale, WSDOT

OTHERS:

None

1. Public Comments (Chairman, Jeff Fansler)

- No Public Comments

Chairman Fansler welcomed all members.

Chairman Fansler proposed that the agenda be amended by combining items 4 and 6 as an action item. He also proposed postponing item 12 on the agenda until further notice.

MOTION: Stacey Tolbert

SECOND: Chris Jensen

VOTE:

FOR: Unanimous

AGAINST: None

Abstained: None

Action Items

2. Election of Officers. (Chairman, Jeff Fansler)

Vice Chair Kimbrell was unable to attend the January 2025 TCC Meeting. Chairman Fansler proposed that the committee postpone the election of officers until the February meeting.

MOTION: Jeff Fansler

SECOND: Amy Crum

VOTE:

FOR: Unanimous

AGAINST: None

Abstained: None

3. Consideration of the November 21, 2024, TCC Meeting Minutes.

Presented by Jeff Fansler

- *No Comments*

MOTION: Mark Swaim

SECOND: Mark Kirstner

VOTE:

FOR: Unanimous

AGAINST: None
Abstained: None

Items 4 and 6: Consideration and 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 found in item 4 were made available for public review and comment for at least thirty (30) days between October 14, 2024, and November 14, 2024.
- As required by the WSATPO's Public Participation Policy, the amendments and modifications to the FY 2024-2033 TIP found in item 6 will be made available for public review and comment for at least thirty (30) days and any comments received will be brought back to the board for their review and action
- Adoption of these resolutions approves the additions, deletions, and modifications to the 2024- 2033 TIP and amends the 2045 Winston-Salem Area Transportation Planning Organization's Metropolitan Transportation Plan (MTP) to ensure continued consistency between the two documents.
- *No Comments*

MOTION: Chris Jensen
SECOND: John Rhyne

VOTE:
FOR: Unanimous
AGAINST: None
Abstained: None

5. Consideration of the Winston-Salem Area Transportation Planning Organization (WSATPO) Congestion Management Process (CMP) Status of the Systems Report Card.

Presented by Hunter Staszak

- The Congestion Management Process (CMP) is a systematic and regionally accepted approach for managing congestion that provides accurate, up-to-date information on transportation system performance, and assesses alternative strategies for congestion management that meet state and local needs. All metropolitan planning organizations serving populations of 200,000 or more persons are required to submit a Congestion Management Process. The Congestion Management Process was part of the 2045 Metropolitan Transportation Plan Update approved on November 19, 2020.
- The TPO approved an additional update to the Congestion Management Process (CMP) on November 17, 2022, which brought the CMP into compliance with Federal Highway Administration (FHWA) regulations. The 2022 Update establishes a commitment to a “Status of the Systems Report” to fulfill the federal requirement for the “implementation of a process for periodic assessment of the effectiveness of implemented strategies, in terms of the area’s established performance measures. The results of the evaluation shall be provided to decision makers and the public to provide guidance on selection of effective strategies for future implementation.”
- The 2024 Status of the Systems Report provides an update on TPO adopted performance measures and allows the TPO to analyze whether adopted strategies and projects have been effective at addressing congestion in the Winston-Salem Urban Area.
- *No Comments*

MOTION: Kelly Garvin

SECOND: Jason Hill

VOTE:

FOR: Unanimous

AGAINST: None

Abstained: None

Information Items for Future Action

7. Review the Fiscal Year 2025-2026 Unified Planning Work Program (UPWP) for the Winston-Salem Area Transportation Planning Organization (WSATPO)

Presented by Kelly Garvin

- All Metropolitan Planning Organizations (MPOs) that have been designated as Transportation Management Areas (TMAs) with an urbanized population of over 200,000 are required to develop an annual Unified Planning Work Program (UPWP) in coordination with the Federal Transit Administration (FTA).

- Each year the Winston-Salem Area Transportation Planning Organization (WSATPO) is required to develop and approve a Unified Planning Work Program (UPWP) for transportation and transit planning. The UPWP identifies what transportation and transit planning projects and work tasks will be completed during the fiscal year and the estimated amount of Federal and State highway and transit planning funds that will be used to complete the work, plus the required local funding matches.
- The draft UPWP will be submitted to NCDOT by January 31, 2025, and a final version after the March 2025 TAC adoption. The 30-day required public comment period for this draft document will occur during the months of January and February. Per the WSATPO Public Participation Policy, all comments will be provided at the March 21, 2024, meeting.
- *No Comments*

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

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.
- *No Comments*

9. Review 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) 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 2024 include:
 - 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.
 - 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.
 - 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.
 - 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.
 - 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.
- *Jeff Fansler inquired whether the targets are aligned with those provided by NCDOT.*
 - *Ridwaana Allen verified that the targets we are proposing for adoption are NCDOT's targets.*

10. Review of a Request to Transfer Allocated Funds from Project BL-0114 and Project C5705 to Project U-6154 and Amending the 2024-2033 Winston-Salem Area Transportation Planning Organization (WSATPO) Transportation Improvement Program (TIP)

Presented by Hunter Staszak

- There are two sidewalk projects in the Town of Lewisville which have previously been approved for Congestion Mitigation and Air Quality Improvement Program (CMAQ) and Carbon Reduction Program (CRPDA) funds through the Winston-Salem Area TPO Transportation Advisory Committee (TAC). 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 developing 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. The project has progressed through the preliminary engineering (PE) and right-of-way (ROW) phases and is expected to need more than the current \$1,494,000 in federal funding programmed toward the project for the construction (CON) phase to complete the project.
- On Monday, December 9, 2024, the Town of Lewisville requested the removal of Project BL-0114 and Project C-5705 from the STIP and transferring the funds to the construction phase of project U-6154. The Town understands they are responsible for the local match and that the project will be subject to the necessary CMAQ emissions evaluation and NCDOT approval process.
- *No Comments*

11. Review of an Amendment to the Memorandum of Agreement (MOA) with the High Point MPO for 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.

- The Winston-Salem Area TPO's CMP will incorporate the portions of the Winston-Salem Urbanized Area within the HPMPO boundary beginning with the CMP to be adopted as part of the 2050 Metropolitan Transportation Plan update.
- *Alex Rotenberry asked Hunter Staszak if any of the communities in Davidson County applied to any of the attributable funding.*
 - *Hunter Staszak noted that while it is not common, the TPO has received applications from the town of Wallburg, High Point, and Davidson County Transportation System.*
- *Alex Rotenberry also questioned whose responsibility it is to inform the eligible jurisdictions outside of the WSATPO boundary but inside the Winston-Salem Urbanized Area about funding opportunities.*
 - *Hunter Staszak responded that WSATPO emails the HPMPO Administrator during each call for projects, and they would be expected to broadcast the available opportunities for funding.*

Information Only

13. Review of an Adjustment to the “Smoothed” Winston-Salem Urbanized Area Boundary

Presented by Hunter Staszak

- On January 7, 2025, the Winston-Salem Area Transportation Planning Organization (WSATPO) was made aware of some minor modifications to the Winston-Salem “Smoothed” Urbanized Area Boundary made by the North Carolina Department of Transportation (NCDOT) Transportation Planning Division. These changes were needed to capture a small Census boundary area that had not been included, the addition of a small rural “donut” area between High Point MPO and Winston-Salem Area TPO that neither MPO originally included, and to make adjustments so that roadways were consistently in or out of the boundary. No adoption of this change is necessary, only an informational update to the Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC).
- On December 29, 2022, the United States Census Bureau released the Census designations for qualifying “urbanized areas” and “urban clusters.” The Urbanized Area boundary serves as the official map that designates the areas that are considered “urbanized areas” per the 2020 Census definition. This boundary is also utilized to determine eligible funding for the Winston-Salem TPO. As a final step in the process of establishing the urbanized area, the Federal Highway Administration (FHWA) requires the establishment of a “Smoothed” Urbanized Area Boundary map.
- The purpose of the “smoothed” boundary is to eliminate irregularities in the boundary map (such as holes and jagged edges which result in streets crossing between urban and rural designations repeatedly), and to maintain logical control points. The enclosed proposed “smoothed” boundary is highly similar to the smoothed boundary adopted in 2013, with slight modifications based on the new urbanized area presented by the Census. The “smoothed” boundary map includes all areas designated in the urbanized area by the Census.
- *No Comments*

Staff Reports (Presentation by Staff)

14. TPO Staff Reports

a. NCDOT Division 9 Transportation Projects Update (John Rhyne)

John Rhyne pointed staff to page 212 is booklet and provided updates for current projects.

- Chris Jensen asked whether the Bill Mill Farm that is delayed until November was related to the water line addition in Kernersville.
 - John Rhyne verified that is it and is a part of the Winston-Salem utilities agreement.

b. NCDOT Transportation Planning Update (Pam Cook)

- Pam Cook provided a link with previous traffic forecast that may be beneficial for data/information collection.
- In 2026, Winston-Salem will host the NC Traffic Safety Conference.
- Pam Cook referred staff to review the TPD insert within the booklet.

c. NCDOT Integrated Mobility Division (Alex Rotenberry)

- The yearly Bike Helmet Initiative will open applications from January 8th thru February 14th. Alex Rotenberry provided staff with instructions for the retrieval of helmets.
 - Amy Flyte questioned an estimate delivery date for helmets because of an event that Clemmons would like to host.
- Multimodal Planning Grants will open in February with a 6–8-week application window.

d. FHWA Update (Suzette Morales/Nick Morrison)

- Nick Morrison will become primary point of contact for FHWA in triad region. RAISE program applications due January 30th (WSATPO will communicate with FHWA regarding 2022 award for the RAISE grant) and PROTECT program applications due February 24th.
 - Pam Cook provided a link in TPD newsletter for the RAISE grant.

e. Piedmont Triad Regional Council of Governments Update (Carter Spradling)

- Regional Transportation Safety Plan efforts have begun. PTRC offered assistance to WSATPO for their future endeavors to create a safety plan for the area.

f. Forsyth County OEAP Air Quality Update (Jordan Payne)

- Ozone Monitoring Season begins March 1st.

g. Bicycle and Pedestrian Facilities Projects Update (Ben Woeber)

- No questions for staff.

h. Winston-Salem Transit Authority (WSTA) Update (Bruce Adams)

- Kelly Garvin provided update on operation style contract for WSTA. WSDOT has been working on a WSTA Route Study and are actively making changes for those

- who utilize the service. UMO is an online service that WSTA is partnering with for bus tracking and online ticket purchasing.
- More information should be provided in the following months.
- i. Piedmont Authority for Regional Transportation (PART) Update (Mark Kirstner)
- Transportation Demand Management grant is approaching. The Walk/Bike/Bus Ride Safety Project is currently being planned for Winston-Salem.
 - Kelly Garvin asked Mark Kirstner if PART has met with the Building Integrated Communities.
 - Mark Kirstner said they have not but plan to keep options open for partners and collaborators.
- j. Davidson County Transportation (DCT) (Richard Jones)
- No questions for staff.
- k. Title VI Compliance Update (Kelly Garvin)
- No questions for staff.
- l. TPO Calendar of Activities (Hunter Staszak)
- Next TCC meeting will be in person, however, the February TAC meeting will be virtual for members and non-members who would like to attend at 4:15.
 - If any jurisdiction has any existing TIP projects that need supplemental funding, WSATPO plans to announce the RFF supplemental call for projects by the end of January.
 - Kelly Garvin also added that some training should follow with the launch of the Workflow Manager application submission.
- m. Infrastructure Investment and Jobs Act Funding Opportunity Report (Ridwaana Allen)
- No questions for staff.
- n. Ethics Liaison (Kelly Garvin)
- Kelly Garvin asked TCC members to remind their TAC representatives to complete their ethics forms before April 2025.
- o. Moving Times Magazine (Ridwaana Allen)
- No questions for staff.
- p. 2050 MTP Update (John Hanes)
- Next steering committee meeting in February.
 - John Hanes noted the stakeholder meetings and public outreach attempts.
 - WSATPO had a bike give away in the fall with the winner being from Clemmons, NC.
- q. 2024 Public Participation Plan Update (Ridwaana Allen)
- Ridwaana Allen discussed public participation/engagement plans with staff.
 - Alex Rotenberry asked staff if there are any plans for “Swag”.
 - Yes, there is a plan for future gear/swag.
 - Pam Cook asked staff to document whether the public outreach is working and what the findings are if any.
 - Jeff Fansler agreed that WSATPO would like to receive updates/findings for public outreach.

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

Next Meeting: February 20th, 2025

ADJOURNMENT 2:55 P.M.