

CRTPO TECHNICAL COORDINATING COMMITTEE
Summary Meeting Minutes
Charlotte-Mecklenburg Government Center
Room 267
February 6, 2014

Voting Members: *TCC Chair* – Danny Pleasant (CDOT), *Vice-Chair* – Joe Lesch (Union County), Ken Tippet (CDOT-Bicycle Coordinator), Debra Campbell (C-M Planning), Wayne Herron – alt for Andrew Grant (Cornelius), Bill Coxe (Huntersville), Andrew Ventresca (Iredell County), David Nelson – alt for Ralph Messera (Matthews), Eric Moore (LUESA-Air Quality), David McDonald (CATS), Lisa Thompson (Marvin), Lisa Stiwinter (Monroe), Allison Kraft (Mooresville), Scott Cole – alt for Louis Mitchell (NCDOT-Div. 10), David Keilson (NCDOT-Div. 12), Anil Panicker (NCDOT-TPB), Lynne Hair (Stallings), Phil Collins (Statesville), Greg Mahar (Waxhaw)

Staff: Stuart Basham (CRTPO), Curtis Bridges (CRTPO), Neil Burke (CRTPO), Robert Cook (CRTPO), Tim Gibbs (CDOT), Norm Steinman (CDOT), Jonathan Wells (C-M Planning), John Rose (CATS), Loretta Barren (FHWA), Louis Mitchell, (NCDOT-Div. 10), James Lim (NCDOT-Public Transportation), Pate Butler (NCDOT), Brett Canipe (NCDOT), John Underwood (NCDOT), Jim Loyd (Monroe)

Guests: Sashi Amatya (PB), Lynn Purnell (PB), Todd Steiss (PB), Carl Gibilaro (Atkins), Bill Thunberg (LNTC), LaPronda Spann (Lain Consulting), Alfred Badgett (Atkins), Radha Swayampakala (RS&H), Meg Fencil (Sustain Charlotte), Steve Blakely (Kimley-Horn)

Danny Pleasant opened the meeting at 10:00 AM. Voting members, staff, and guests introduced themselves. Bob Cook introduced Neil Burke, the new senior principal planner with CRTPO who started work on January 23, 2014.

1. Adoption of the Agenda

Mr. Pleasant asked if any changes to the agenda are necessary. Hearing none, the January agenda was adopted by acclamation.

2. Consideration of January Meeting Minutes

Mr. Pleasant asked if any changes to the minutes were necessary. Hearing none, he asked for a motion to approve the minutes. Greg Mahar made a motion to approve the December TCC minutes. Anil Panicker seconded the motion. Upon being put to a vote, the motion passed unanimously.

3. Transportation Improvement Program Financial Plan

Presenter: Robert Cook

Summary/Action Requested:

Mr. Cook referenced the second draft of the CRTPO TIP Financial Plan document that was included in the agenda packet and can be found [here](#). An overview presentation of the TIP financial plan was made to the TCC by Sashi Amatya of PB at its January 2014 meeting, and Mr. Cook summarized the changes that had been made since the last presentation to the TCC. This version of the document incorporates the suggested revisions from FHWA and comments received at Transportation Staff Meetings on January 29 and February 5. Mr. Cook mentioned that the first phase of PB's work effort was to confirm the financial assumptions in the 2012-15 TIP that was adopted by the MPO in July of 2011, and FHWA in December of 2011. The second phase of the scope of this project will include PB working with CRTPO staff to develop the framework for the next TIP. Mr. Cook requested that the

TCC consider recommending the adoption of the TIP financial plan to the MPO and affirm the finding that the 2012-2015 TIP is financially constrained.

Motion:

Mr. Panicker made the motion to recommend that the MPO consider adopting the TIP financial plan and affirm the finding that the 2012-2015 TIP is financially constrained. Lisa Stiwinter seconded the motion. The motion passed unanimously.

4. CATS 2012 JARC and New Freedom Project Solicitation

Presenter: LaPronda Spann, Lain Consulting, LLC

Summary/Action Requested:

Ms. Spann began her presentation by reviewing the information that she presented to the TCC at its January 2014 meeting that outlined the background and eligibility for Job Access and Reverse Commute (JARC) and New Freedom projects. She noted that CATS is the direct recipient of the funds, and that a competitive process is required in order to allocate the funds. In total, six applications were submitted from five agencies within the CRTPO area in consideration for JARC and New Freedom projects. The designated review committee had approved the CATS Steele Creek Enhancement project at a total cost of \$262,402 for JARC funding, and the authorization for New Freedom funding to the Metrolina Association for the Blind to provide transportation to the blind and visually impaired at a cost of \$116,220. Bill Coxe asked how these programs will sustain their funding sources once the grant funding has been depleted, and how the project will continue if there is value shown to the users of these services. Ms. Spann explained that each agency must submit a sustainability plan as part of the project submittal process. The designated review committee will recommend projects based upon the content within the applicant's sustainability plan. Ms. Spann requested that the TCC consider recommending to the MPO that it endorse the projects recommended for funding.

Motion:

David McDonald made the motion to recommend that the MPO consider endorsing the CATS Steele Creek Enhancement Project for JARC funding and the Metrolina Association for the Blind project for New Freedom funding. Mr. Coxe seconded the motion. The motion passed unanimously.

5. TCC Bylaws

Presenter: Robert Cook

Summary/FYI:

Mr. Cook began his presentation by discussing the recent modifications to the TCC bylaws document. The changes that are suggested within the document are as follows:

- The chief executive officer of each member agency is the authority for designating TCC alternates;
- The four focus area representatives (bicycle, pedestrian, greenway, and public health) have been added to the draft document as participating members of the TCC;
- A representative of the FHWA, and the NCDOT-Public Transportation Division have been added to the draft bylaws document as non-voting members of the TCC;

Mr. Cook then shared comments received from Mr. Coxe in advance of the meeting stating that TCC and associated subcommittee meetings are subject to the open meetings law and must be advertised accordingly. Mr. Cook indicated that he will request a ruling from the City of Charlotte Attorney's office to confirm that TCC and related subcommittee meetings are subject to the open meetings law and would require advertisement and posting of agendas and meeting minutes to the CRTPO website. Mr. Coxe had also provided comments regarding a proposed text change to the Comprehensive Transportation Plan

amendments section within the bylaws.

Mr. Pleasant noted that the NCDOT – Public Transportation Division is listed twice in the document; once within TCC members, and again as a non-voting member. Mr. Cook indicated that he would strike through one of the entries. Mr. Pleasant also indicated that his preference would be that the NCDOT-Public Transportation Division should be a voting member of the TCC. Mr. McDonald also supported Mr. Pleasant’s statement by stating that if the highway divisions receive a vote then the public transit division should also receive a vote within the TCC bylaws. James Lim from the NCDOT-Public Transportation Division mentioned that Debra Collins is the new director with the division and he will get Ms. Collins preference on voting versus non-voting member status and provide this information to Mr. Cook as soon as possible. Mr. Coxe explained that the rationale for identifying the NCDOT-Public Transportation Division as a non-voting member in the previous version of the bylaws was that the department had concerns about voting on items that may constitute a conflict of interest. Mr. McDonald also noted that the Metropolitan Transit Commission’s point of contact should be listed as the chief executive officer and not the chief transit officer as it is currently written. It is anticipated that a motion to approve the bylaws will be presented at the March 2014 TCC meeting.

6. 2040 Metropolitan Transportation Plan (MTP)

Presenter: Robert Cook

Summary/FYI:

Mr. Cook gave an update on the status of the MTP and stated that progress has been made in completing the final report document, and developing the draft conformity report. The 30-day public comment period for the MTP draft conformity document will begin on February 14 and end on March 17. A joint TCC/MPO workshop was scheduled on Wednesday, February 12 at 10:00 a.m. with the purpose of reviewing the draft MTP and draft Conformity Report. CRTPO staff will provide an overview of the chapters within the MTP and how they are used once the document is adopted.

Mr. Cook then provided an update on the MTP public involvement meeting schedule. The first MTP public involvement meeting was held on February 5 at the Charlotte Transit Center, and positive feedback was received. The focus of the public involvement effort for the MTP is to obtain a good cross-section of feedback by holding meetings at community colleges and other civic locations throughout the CRTPO planning area. A comprehensive list of MTP meetings can be found [here](#). Mr. Cook mentioned that Ms. Toni Tupponce was a sub-consultant that is leading the environmental justice public outreach component of the MTP. Ms. Tupponce has public outreach events planned at the Statesville Library, West Charlotte Recreation Center and the Monroe Library throughout the month of February. Mr. Cook mentioned that four general public workshops will be held throughout the region in February and March for citizens to review the draft plan and make their views known. Allison Kraft asked for materials that could be distributed to the municipalities hosting public workshops in an effort to inform citizens. Mr. Cook mentioned that CRTPO staff will be sending electronic copies of MTP brochures to these communities to distribute at their discretion.

7. Prioritization 3.0 (P3.0)

a. Update

Presenter: Neil Burke

Summary/FYI:

Mr. Burke provided the following update about the P3.0 process:

- MPO project entry window shifted by one week to January 27 – February 24. NCDOT has stated that

this will not delay the overall P3.0 timeline.

- CRTPO staff is currently entering 22 new highway projects and 20 bike/ped projects into NCDOT's SPOT database.
- Public involvement has begun on CRTPO's draft P 3.0 local point methodology document with the public comment period beginning on January 28 and ending on February 11. A press release was issued on January 28 announcing the public comment period. The document has been posted on the CRTPO website, and public comment on the draft methodology is possible at the February 19 MPO meeting.

b. P3.0 Local Input Point Methodology

Presenter: Neil Burke

Summary/Action Requested:

Mr. Burke provided an update on NCDOT's approval process for the CRTPO draft local points methodology. CRTPO staff received comments from the NCDOT SPOT office on January 17. Overall, the nature of the comments was minimal, with most of the notes intended to clarify CRTPO's approach to assigning the local points. CRTPO staff made the changes that the SPOT office had requested, and NCDOT has granted conditional approval of the document. The document can be found [here](#)

Mr. Burke then summarized the SPOT comments that pertained to CRTPO's public involvement strategy. A summary of these comments that he presented are shown below:

- Public Involvement is targeted to the proposed CRTPO methodology and preliminary assignment of points.
- The CRTPO website must contain the draft local points methodology document that shows NCDOT comments and staff responses. In addition, there must be an opportunity for users to submit comments via the CRTPO website.
- All comments will be presented to the TCC and MPO board.
- The final allocation of points will be posted to the CRTPO website.

Next, he provided an overview of the SPOT comments that were targeted to the approach of CRTPO's local points methodology. A summary of the comments that Mr. Burke presented are displayed below:

- SPOT suggested relabeling the determination of the project funding cutoff for regional impact and division needs projects from a "criteria" to a "pre-screening exercise."
- The SPOT office suggested the use of project weighting to the criteria to indicate importance. CRTPO staff provided additional documentation in the document to show that weighting the criteria is not necessary because the MTP score is the primary criteria, with the SPOT P3.0 score being the secondary criteria for highway projects.
- The SPOT office wanted additional supporting text within the document to emphasize that the MTP contains both quantitative and qualitative criteria.

Mr. Burke then provided an overview of the Prioritization 3.0 schedule for the TCC, and reminded the group that CRTPO should receive final quantitative scores from SPOT in May. Once the scores are received staff and the local points subcommittee will use the methodology to assign points to projects. Once the list has been presented to the TCC and the MPO, a second public comment period will begin to receive input on the assignment of local points to recommended projects.

Scott Cole mentioned that the fourteen NCDOT divisions must develop a methodology to prioritize their projects and assign local points. He mentioned that NCDOT-Division 10 held an additional call for projects

public workshop on January 30, and twenty-five new project requests were received from the public. Each division can add up to twenty new projects as part of P3.0. Mr. Cole mentioned that NCDOT-Division 10 will submit its list of proposed projects by close of business on Friday, February 7. Mr. Cole mentioned that there will be an additional follow-up meeting on Wednesday, February 12 that is intended for the MPOs and RPOs within Division 10 to provide comment on the list of projects that the Division intends to submit.

David Keilson explained that NCDOT-Division 12 will hold a public workshop in Shelby on February 6 to receive comments on a list of proposed projects to be submitted as part of P3.0.

Mr. Burke requested that the TCC consider two recommendations for endorsement. The first recommendation he presented was a recommendation to authorize CRTPO staff to address any public comments received during the two-week public comment period, and the second recommendation was to consider recommending the revisions to the draft local input point methodology to the MPO for its adoption at its February meeting.

Motion:

Mr. McDonald made a motion to authorize CRTPO staff to address public comments and to recommend the revisions to the MPO for its adoption. Joe Lesch seconded the motion. The motion passed unanimously.

8. Proposed Ramp Metering Feasibility Study

Presenter: Scott Cole, NCDOT

Summary/FYI:

Mr. Cole provided information to the TCC via a Power Point presentation, the contents of which are incorporated into the minutes [here](#). His Power Point presentation contained an online video that was shown to the TCC regarding a ramp metering project that had recently been completed in the Kansas City area. Mr. Cole defined a ramp metering system as a low-cost operational strategy that controls the flow of vehicles entering a freeway by installing traffic signals at on-ramps. This strategy has demonstrated congestion reduction benefits on the mainlines of urban freeways, but can cause operational issues for arterials in vicinity of interchanges with ramp meters. Mr. Cole explained that NCDOT has proposed a ramp metering feasibility study the interstate highways in Cabarrus, Gaston, Iredell, and Mecklenburg Counties that would include a scope of 245 on-ramps that would be screened to determine if this treatment would be appropriate. He explained that a more detailed analysis would be conducted at as many of 50 of these locations. As part of this study, it is proposed that a steering committee would be formed with representatives from NCDOT, MPOs and local jurisdictions. The total estimated cost of the feasibility study is \$700,000. Mr. Cole mentioned that the NCDOT-Transportation Planning Branch has offered to fund \$525,000 (75%). NCDOT pro-rated the regional match by calculating 87% of the proposed ramp meter locations are located in CRTPO's planning area, thus NCDOT has proposed that CRTPO should consider funding \$152,857 of the 25% regional match for the study. NCDOT has recommended that CRTPO consider allocating a portion of its planning funds to fund its share.

Mr. McDonald inquired if CRTPO could provide its share of the match using federal P.L. funds with NCDOT providing the match. Mr. Cole was unsure of the source of NCDOT's funds for this study, but he will investigate this and respond accordingly. Mr. Coxe referenced a similar ramp metering feasibility study underway in Wake and Durham Counties, and the study mentions arterial congestion and local street diversions as disadvantages to ramp metering without providing analyses of these factors.

Mr. Coxe suggested that the analysis of the impacts to the local roadway network should be analyzed as part of this study. Mr. Coxe also mentioned the prior managed lanes studies conducted in the Charlotte

region, and the need to reference the recommendations of the prior work to ensure that ramp metering would not impede any future operations of managed lanes facilities on freeways. Mr. Coxe also noted the importance of NCDOT and CRTPO collaborating to initiate and complete an I-77 corridor study from Rock Hill to Statesville that would address the comprehensive multimodal mobility within this corridor. Mr. Pleasant mentioned the complexities involved with using CRTPO's P.L. funds for a regional feasibility study when routine MPO work is funding through this source, and all of the member jurisdictions now participate in funding the local match. Mr. Pleasant suggested that this matter should be discussed at a transportation staff meeting before action can be taken to enable CRTPO's participation.

9. FY 2015 Unified Planning Work Program (UPWP)

a. Update

Presenter: Robert Cook

Summary/FYI:

Mr. Cook provided information to the TCC via a Power Point presentation, the contents of which are incorporated into the minutes [here](#). He re-visited the unobligated balance of \$580,383 within the UPWP budget that was initially discussed at the January TCC meeting. He explained that a decision would have to be made regarding how much of the unobligated balance to program, indicating that by programming more funding the MPO could accomplish more work, but that it will also increase the local shares paid by each CRTPO member jurisdiction.

At the January meeting, the TCC recommended issuing a second call for projects to determine if there is a need to program additional funding. The call for projects period ended on January 24. A recommendation was made at the January 29 Transportation Staff Meeting to program the remainder of the unobligated balance provided that these funds are appropriated to local projects. Mr. Cook explained that the impact of the increased local match share would only impact the project sponsors and not all member jurisdictions. There are now thirteen local projects in consideration for P.L. funding at a total estimated cost of \$869,525. With the total estimated cost to fund these projects exceeding the unobligated balance, Mr. Cook explained that the UPWP budget has a deficit of \$289,383. He indicated the UPWP review committee will meet on February 7 to evaluate each project to determine its eligibility, and then the committee must determine the projects that can be funded given the unobligated balance. Mr. Cook anticipates that a draft of the FY 2015 UPWP will be available for review at the March TCC meeting.

In addition, Mr. Cook mentioned that the committee has discussed transitioning from funding individual traffic counting studies in favor of providing an annual line item within the UPWP for a traffic counting program that would enable CRTPO to use its money regionally on a rotating basis.

b. FY 2014 UPWP Amendment

Presenter: Robert Cook

Summary/FYI:

Mr. Cook explained that a mid-year review of the UPWP was conducted and several minor amendments were needed. The first amendment involved the re-appropriation of \$40,000 that was initially programmed to a regional freight study that will not be pursued this year. The re-appropriated funds are recommended to be used for a traffic count program that would support the Metrolina regional travel demand model.

Mr. Cook stated that the second amendment to the UPWP is recommended to fund a CDOT crash data geo-location project in the amount of \$70,000 under the corridor protection and special projects task code. The City of Charlotte will supply the local match for this project. Mr. Panicker inquired if the estimated costs included staff time. Mr. Cook indicated that the estimated costs did include staff time, and

he will request that the project sponsors attend an upcoming transportation staff meeting to provide a complete description of each project.

Mr. Cook explained that this item will be presented to the TCC at its March meeting to consider recommending that the MPO approve the amendments.

10. Tolling Policies in the Charlotte Region

Presenter: Norm Steinman and Tim Gibbs, CDOT

Summary/FYI:

Mr. Steinman provided information to the TCC via a Power Point presentation, the contents of which are incorporated into the minutes [here](#). Mr. Steinman explained that this policy would cover High Occupancy Toll (HOT) lanes and express toll lanes. He proceeded to provide updates on the I-77 HOT lanes and the I-485 HOT lanes projects. He explained that a long-term goal of the managed lanes corridor projects is to eventually provide direct connections at system interchanges between managed lanes projects on separate freeways.

The framework of this policy will determine which users will be tolled on future managed lanes facilities throughout the Charlotte region. NCDOT has already made the determination that carpools with three or more passengers, transit buses, and motorcycles will be exempt from being charged a toll on the proposed I-77 HOT lane facility. Mr. Steinman explained that a regional tolling policy will provide toll recommendations for the future I-77 South, I-485, and US 74 managed lanes projects. Mr. Steinman mentioned that an agreement between the CRTPO and NCDOT will help set the organizational framework to conduct public involvement and form an organizational framework comprised of NCDOT, MPOs, transit organizations, and municipalities to craft the plan. Mr. Gibbs mentioned that the Charlotte region began the process of evaluating corridors for managed lanes in 1997, and it is encouraging to have a corridor with an active HOV facility and several corridors with plans in place. Mr. Coxe mentioned that CRTPO needs to be one of the deciding parties since they are the transportation policy coordination group for the Charlotte region. Mr. Coxe also suggested that the proposed Monroe Bypass corridor should be included within this policy framework because it is proposed to be a toll facility.

11. Adjourn: The meeting was adjourned at 11:30 AM.