

**CRTPO TECHNICAL COORDINATING COMMITTEE**  
**Summary Meeting Minutes**  
**Charlotte-Mecklenburg Government Center**  
**Room 267**  
**December 4, 2014**

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**Voting Members:** *Chair* - Danny Pleasant (CDOT), *Vice-Chair* – Joe Lesch (Union County), Jonathan Wells – alt for Ed McKinney (C-M Planning), Bill Coxe (Huntersville), Wayne Herron – alt for Andrew Grant (Cornelius), Andrew Ventresca (Iredell County), Erika Martin (Troutman), Ralph Messera (Matthews), David McDonald (CATS), Lisa Stiwinter (Monroe), Kelsie Anderson ( Mooresville), Louis Mitchell (NCDOT – Div. 10), David Keilson – alt for Reuben Chandler (NCDOT – Div. 12), Fern Shubert (Marshville), Travis Johnson (Davidson), Megan Green (Mecklenburg County – LUESA Air Quality), Ken Tippet (Bicycle Focus Area Representative), Dick Winters (Public Health Focus Area Representative), Scott Curry (Pedestrian Focus Area Representative), Gwen Cook (Greenway Focus Area Representative)

**Staff:** Robert Cook (CRTPO), Curtis Bridges (CRTPO), Neil Burke (CRTPO), Candice Leonard (CRTPO), Lee Ainsworth (NCDOT), Jeff Sloop (NCDOT), James Lim (NCDOT-Public Transportation), Norm Steinman (CDOT), Andy Grzymiski (CDOT), Loretta Barren (FHWA), Jim Loyd (Monroe), Heidi Pruess (Mecklenburg County)

**Guests:** Todd Steiss (PB), Radha Swayampakala (RS&H), Eric Seckinger (HNTB), Paige Hunter (HNTB), Steve Blakely (Kimley-Horn)

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Danny Pleasant opened the meeting at 10:00 a.m. TCC members and guests introduced themselves.

**1. Adoption of the Agenda**

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

**2. Consideration of Consent Agenda**

Mr. Pleasant explained that the consent agenda for the December meeting did not contain any TIP amendments, with the November TCC minutes being the only item. Bill Coxe made a motion to adopt the consent agenda. Joe Lesch seconded the motion. The motion passed unanimously.

**TCC INFORMATION REPORTS**

**3a. Prioritization 4.0 Work Group Update**

Presenter: Neil Burke

Summary:

Mr. Burke provided information to the TCC via a Power Point presentation, the contents of which are incorporated into the minutes [here](#). The presentation covered the following points:

- He indicated that the Work Group made a consensus based decision at the previous meeting to recommend two sixty-day public comment periods on projects proposed for local input

point assignment for P4.0. This recommendation would create two windows for submitting local input points for projects within the Regional Impact and Division Needs tiers.

- Two public comment periods would allow for NCDOT to prepare a DRAFT Regional Impact funding program to help determine the projects that may cascade into the Division Needs Tier.
- The SPOT office indicated that MPOs and NCDOT Divisions only need to hold one public comment period for the assignment of local input points, and organizations could choose to submit all of their points during the first window.
- Mr. Burke reviewed a proposed schedule for the local input points dual comment period, and he indicated that the periods would begin in April of 2016 and conclude in September of 2016.
- He mentioned that CRTPO staff would evaluate the TCC and MPO meeting schedules during this time to determine if meeting(s) may need to be adjusted to accommodate a 30-day public comment period.
- The Work Group is continuing the discussion of using seasonal traffic counts for P4.0.
  - Work Group representatives from areas with significant tourism continue to advocate for seasonal traffic counting to factor in congestion and benefit/cost calculations.
  - Work Group members representing larger MPO's have advocated for the continued use of AADT to calculate scores for P4.0 because this is the accepted industry standard that accounts for urban, rural, and recreational travel patterns.
- Mr. Burke indicated that the Work Group has decided to discontinue the discussion of adding emergency evacuation routes (nuclear/hurricane) as a factor in P4.0 scoring for highway projects.
- Mr. Burke explained that the Work Group is being asked to make a recommendation on one of the following reprioritization schedules for P4.0:
  - Projects funded for Right-of-Way within the first five years of the STIP (2016-2020) would be committed and not subject to reprioritization (Construction for these committed projects may occur after 2020)
  - Projects funded for Right-of-Way within the first seven years of the STIP (2016-2022) would be committed and not subject to reprioritization (Construction for these committed projects may occur after 2022)
  - Projects funded for Construction within the first eight years of the STIP (2016-2023) would be committed and not subject to reprioritization.

Dick Winters inquired to determine if the Work Group's discussions on traffic counts included other modes. Mr. Burke explained the discussion of seasonal traffic counts has been limited to the calculation of project scores within the highway mode. While the NCDOT-Division of Bicycle and Pedestrian transportation does collect user data, it is not statewide in scope.

Mr. Coxe stated that he appreciated the stability of a longer commitment period but he explained that flexibility within a TIP is important.

Kelsie Anderson suggested that NCDOT should provide additional guidance to local jurisdictions during P4.0 to indicate the amount of funding that would allow the project to be included within the DRAFT

STIP. Mr. Burke said he would mention this during the local contribution discussion at an upcoming Work Group meeting.

Mr. Coxe stated that he believed bonus allocation funds should be eligible to be used as a local contribution during P4.0 because these funds are distributed to MPOs that have accepted tolled projects and are to be used at the MPOs discretion. Louis Mitchell explained that the bonus allocation funds are ineligible to be used as a local match because these funds that have been returned to the MPO by the state to be used on project activities within a five-year timeframe.

Mr. Lesch also agreed with the NCDOT position on the use of bonus allocation funds as a local contribution, because the intent was to reward those communities that invested their own funds into a project.

### **3b. TIP Development and Schedule**

Presenter: Robert Cook

#### Summary:

Mr. Cook stated that the DRAFT STIP had been released this morning, and can be viewed on NCDOT's website by clicking [here](#). He explained that the release of the DRAFT STIP has started a process for CRTPO to adopt the Metropolitan TIP (MTIP), and he reviewed a schedule with the TCC that can be viewed [here](#). Mr. Cook explained that there will need to be interagency consultation and public involvement processes conducted, and it is anticipated that the MPO would adopt the MTIP in May of 2015.

Mr. Cook explained that two other key components to CRTPO's MTIP adoption involved the programming of Bonus Allocation and STP-DA funds. He stated that members of the bonus allocation subcommittee will be meeting with Cintra and NCDOT to discuss potential projects along the I-77 corridor on Tuesday, December 9. Mr. Cook stated that the programming of STP-DA funds was discussed at last week's Transportation Staff Meeting and it was decided that the first five years of funds would be programmed, with the second five years to be programmed at a later date.

Mr. Cook also mentioned that an initial assessment of the DRAFT STIP within CRTPO will be e-mailed to the TCC and MPO on or before December 18. The document is in the form of a PowerPoint presentation and can be viewed [here](#). A similar presentation will be given at the January TCC and MPO meetings.

Mr. Coxe asked when the Board of Transportation intends to adopt the DRAFT STIP. Mr. Mitchell responded that the BOT will consider adopting the STIP in June of 2015, but that date is subject to change. He added that the CRTPO allocation of STP-DA funds is shown as a holdout in the STIP with an ID of U-4744. The STIP can be amended to program the funds from U-4744 once the list of candidate projects has been identified.

### **3c. FY 2016 Unified Planning Work Program**

Presenter: Robert Cook

#### Summary:

Mr. Cook provided information to the TCC via a Power Point presentation, the contents of which are incorporated into the minutes [here](#). The presentation covered the following points:

- Mr. Cook explained that there will be approximately \$2 million to program to local projects (PL), basing the amount on the current fiscal year and he did not anticipate changes to that amount.
- He mentioned that CRTPO does have an unobligated balance of STP-DA funds, and he is in the process of determining the exact amount from NCDOT-TPB.
  - Mr. Cook explained that the older funds will be programmed first to avoid rescission.
- A local projects request form will be e-mailed out to TCC members with the deadline of December 31.
  - Project requests should be greater than \$25,000;
  - Submittals must be “transportation planning” projects, and should only include 15% design and no right-of-way acquisition elements;
  - Due to the development of a MPO-led process for traffic counts, individual requests will not be considered this year.
- Mr. Cook reviewed the role of the UPWP subcommittee and the meeting schedule for this group.
  - He indicated that there is a vacancy for a representative to the subcommittee. Fern Shubert expressed interest in serving on this committee.

Mr. Pleasant stated that CRTPO should activate as many federal dollars as possible. Mr. Cook explained that CRTPO was successful in programming \$500,000 in its unobligated balance to local projects. He explained that this did not impact the local match share except for those communities that had been awarded local projects.

Mr. Cook also mentioned that the NCDOT prioritization process is continuing to evolve, and it is encompassing an increasing amount of staff time. He explained that consideration will need to be given to programming additional funds for this effort. Mr. Cook explained that several of these issues will be addressed during the 18-month MOU adoption review in April of 2015.

Mr. Coxe suggested that CRTPO use the unobligated STP-DA funds from previous years because these funds are more flexible than other funds that are distributed to the MPO.

Norm Steinman stated that the MAP-21 legislation will require MPOs to consider their performance measures in the programming of the STP-DA funds relative to the MTP and TIP.

### **3d. Bicycle Transportation Planning Initiatives**

Presenter: Ken Tippet, CDOT

#### Summary:

Mr. Tippet provided information to the TCC via a Power Point presentation, the contents of which are incorporated into the minutes [here](#). The presentation covered the following points:

- He indicated that the focus of his presentation was low-cost projects and retrofits that can be implemented to enhance bicycle mobility in any community.
- Mr. Tippetts indicated that removing barriers to bicycle routes, acknowledging bicyclists, and welcoming bicycles are three methods that communities can embody to support bicycling.
- He reviewed techniques such as left turn boxes, sharrows, and bicycle parking techniques to enhance bicycle safety and ridership.

Mr. Tippetts offered his assistance in bicycle planning matters to any of the CRTPO member jurisdictions.

### **3e. Mecklenburg Livable Communities Plan**

Presenter: Heidi Pruess, Mecklenburg County

#### Summary:

Ms. Pruess provided information to the TCC via a Power Point presentation, the contents of which are incorporated into the minutes [here](#). The presentation covered the following points:

- She explained that one of the goals for this initiative is to consolidate recommendations from other planning efforts from various organizations throughout Mecklenburg County.
- Another goal for this plan is to seek a unified vision from a robust public engagement effort.
- Ms. Pruess stated that this planning process is a two-phase effort, with the first phase involving the development of a vision and guiding principles, recognizing that each community desires to maintain its own unique character.
- She explained that CRTPO can provide guidance within the plan goal of “expanding multimodal transportation capacity.”
- Ms. Pruess explained that phase 1 of the Mecklenburg Livable Communities Plan is scheduled to conclude in January of 2015.

Mr. Pleasant noted that an attachment provided by Ms. Pruess offers a comparison of the Mecklenburg Livable Communities Plan and the CONNECT study, and can be viewed [here](#).

### **3f. CONNECT update**

Presenter: Jonathan Wells, C-M Planning

#### Summary:

Mr. Wells provided a summary of the CONNECT Program Forum meeting held on November 14. He stated that the focus of the Program Forum was to receive information from the alternative energy, economic development, and plan alignment work groups and make recommendations to advance implementation.

Mr. Wells also stated that CONNECT has been developing a new website that will be available by the end of 2014, and can be viewed [here](#). He indicated that a CONNECT magazine will also be produced that highlights initiatives to implement the plan.

## **OTHER REPORTS**

### **4a. NCDOT Report**

David Keilson provided an update on the I-77 resurfacing project between Exits 45 and 50 in Iredell County.

#### **4b. Bicycle and Pedestrian Work Group Report**

Curtis Bridges reviewed the agenda from the previous Bicycle and Pedestrian Work Group meeting held on November 6. His PowerPoint presentation can be viewed [here](#).

#### **4c. Upcoming Issues**

Mr. Bridges provided an update on CRTPO's on-call Request for Qualifications (RFQ). He stated that the RFQ will be posted to the City of Charlotte's website on Friday, December 5, and a pre-submittal meeting will be held on Friday, December 12. Mr. Bridges indicated that interviews with the short-listed firms would occur toward the end of January.

Mr. Cook stated that USDOT has delayed the date of issuance for the final performance measures until at least July of 2015.

Mr. Cook explained that TCC members will be asked to name their member jurisdiction's 2015 MPO delegates and alternates prior to the end of the year. The CRTPO MOU indicates that the appointment of elected officials to the MPO board is the responsibility of the chief elected official. Mr. Cook also explained that there is a webinar that provides instructions on the MPO delegates and alternates requirements to complete ethics forms. He will send an email to the TCC members with information on the above topics.

**5. Adjourn:** Mr. Pleasant determined that the agenda had been adequately completed and adjourned the meeting at 11:46 a.m.