

CRTPO TECHNICAL COORDINATING COMMITTEE
Summary Meeting Minutes
Charlotte-Mecklenburg Government Center
Innovation Station Conference Room
March 2, 2017

Voting Members: *Chair* - Danny Pleasant (CDOT), *Vice-Chair* - Bill Coxe (Huntersville), David McDonald (CATS), Dan Leaver (Charlotte E&PM), Jonathan Wells – alt for Ed McKinney (C-M Planning), Wayne Herron – Alt for Andrew Grant (Cornelius), Travis Johnson (Davidson), Patrick Sadek (Indian Trail), Barry Whitesides – alt for Matthew Todd (Iredell County), Susan Habina Woolard (Matthews), Megan Green (Mecklenburg County – LUESA), Chris Breedlove (Mint Hill), Lisa Stiwinter (Monroe), Louis Mitchell (NCDOT – Div. 10), Andy Bailey (NCDOT-TPB), Travis Morgan (Pineville), Sherry Ashley (Statesville), Erika Martin (Troutman), Bjorn Hansen (Union County), Dennis Rorie (Waxhaw), Will Washam (Bicycle Focus Area Representative), Gwen Cook (Greenway Focus Area Representative), Scott Curry (Pedestrian Focus Area Representative), Dick Winters (Public Health Focus Area Representative)

Staff: Robert Cook (CRTPO), Curtis Bridges (CRTPO), Neil Burke (CRTPO), Candice Rorie (CRTPO), Liz Babson (CDOT), Norm Steinman (CDOT), Kelsie Anderson (CDOT), Andy Grzymiski (CDOT), Loretta Barren (FHWA), Scott Cole (NCDOT- Div. 10) Stuart Basham (NCDOT-Div. 10), Warren Cooksey (NCDOT – Div. 10), Wendy Taylor (NCDOT – Div. 10), Pate Butler (NCDOT), Jim Loyd (Monroe)

Guests: Bill Thunberg (LNTC), Joe Lesch (Gresham Smith), Nick Landa (RS&H), Todd Steiss (WSP/PB), Genevieve Rubrecht (WSP/PB), Steve Blakley (Kimley Horn), Brady Finklea (Kimley Horn), Jeff Hess (HNTB), Kevin Walsh (HDR)

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

1. Adoption of the Agenda

Mr. Pleasant explained that there was a request by staff to add an action item for the FY 2017 UPWP amendments to the agenda. He then asked if any additional changes to the agenda are necessary. Hearing none, the amended March agenda was adopted by acclamation.

2. Consideration of Consent Agenda

Mr. Pleasant explained that the consent agenda for the March meeting contained the February 2 TCC meeting minutes, and TIP amendments for twelve locally administered projects throughout the planning area that were identified by the Project Oversight Committee.

Motion:

Lisa Stiwinter made a motion to adopt the consent agenda. Jonathan Wells seconded the motion. The motion passed unanimously.

TCC BUSINESS ITEMS

3.1 CRTPO Process Recommendation Report

Presenter: Bill Coxe

Summary/Action Requested:

- Mr. Coxe provided an overview of the development of the CRTPO Process Recommendation Report.
- He explained that CRTPO staff recommended that a process improvement report should be conducted to improve the organizations communications and engagement strategies following the process to define a methodology to program Bonus Allocation funds received from NCDOT from the I-77 Express Lanes project.
- The Centralina Council of Governments was retained to lead the study and a report was completed that summarized the process, conducted stakeholder interviews and developed a set of over 30 recommendations that targeted improvements to CRTPO's content, process, and context.
- Following the completion of the draft report, Mr. Coxe explained that the leadership from the Project Oversight Committee reviewed and ranked the recommendations. The leadership identified five high-priority recommendations that can be implemented into CRTPO's operating processes immediately.
- To conclude CRTPO's involvement with the Process Recommendations Report, Mr. Coxe suggested that the TCC take action to accept the recommendations within the report, and forward the report to the MPO for information only.

Motion:

Mr. Wells made a motion to accept the recommendations contained within the report and forward the report to the MPO for information only. Sherry Ashley seconded the motion. The motion passed unanimously.

3.2 Fixed Guideway and Bus State of Good Repair TIP Amendments

Presenter: David McDonald

Summary/Action Requested:

Mr. McDonald 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. McDonald stated that action is being requested to recommend to the MPO that it approve TIP amendments for fixed guideway and bus state of good repair funds. An information report was provided to the TCC and MPO during the February meetings.
- He explained that TIP amendments are necessary to correct the amount the amount of prior year funding in the current TIP that will be expended in FY 2017, and to update the estimate of potential state of good repair funds beginning in FY 2018 until FY 2029.
- He explained that after seven years of operation of the LNYX blue line, FTA has started allocating state of good repair funds to assist in maintenance and operations of this service.

Motion:

Mr. McDonald made a motion to recommend to the MPO that it approve TIP amendments for fixed guideway and bus state of good repair funds. Mr. Coxe seconded the motion. The motion was approved unanimously.

3.3 DRAFT CMAQ Project List

Presenter: Robert Cook

Summary/Action Requested:

- Mr. Cook began his presentation by stating that the action requested is to recommend to the MPO that it approve the recommended list of CMAQ projects for FY 2018-2019 funding.
- He explained that a total of \$16,720,630 of CMAQ funds is available for programming.
- Mr. Cook stated that the CRTPO issued a project call that closed on January 13.
- 15 projects were submitted for consideration.
- He stated that the NC 115/David Cox Road CMAQ project is no longer needed because the NC 115 widening project (U-5772) in this area will incorporate the proposed improvements. The funds from this CMAQ project were added to the available funds for the FY 2018 and 2019 program years.
- Mr. Cook also stated that the City of Charlotte and Town of Cornelius agreed to increase their local matches on their respective CMAQ projects to allow CRTPO to fund the Pineville-Matthews Road sidewalk project and the NC 115 and Hickory Street intersection improvement projects.
- He explained that the Project Oversight Committee reviewed the projects at its January 26 meeting and developed a preliminary recommendation.

Motion:

Mr. McDonald made a motion to recommend to the MPO that it delete the NC 115 and David Cox Road Intersection CMAQ project from the TIP, and approve the 2018-2019 proposed CMAQ projects. Wayne Herron seconded the motion. Upon being put to a vote, the motion passed unanimously.

3.4. FY 2018 Unified Planning Work Program

Presenter: Robert Cook

Summary/Action Requested:

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 began his presentation by stating that the requested TCC action is to recommend to the MPO that it adopt the FY 2018 Unified Planning Work Program (UPWP).
- He then reviewed the proposed funding summary which totals \$2.7 million in FY 2018 with PL allocations, STP-DA, FTA section 5303, and an unobligated balance.
- Mr. Cook explained that the exact amount of FTA Section 5303 funds are currently unknown for FY 2018, therefore the FY 2017 amount is being used for the time being.
- He concluded his presentation by reviewing seven local projects that are being considered for planning funds from the unobligated balance.

Andy Bailey stated that NCDOT-TPB has been working with the North Carolina Association of MPOs (NCAMPO) to address the issue of unobligated balances of several MPOs federal planning (PL) funds. Mr. Cook added that the PL funds could be rescinded if they are not expended and NCAMPO has approved a methodology where unused funds can be re-distributed to other MPOs within North Carolina that have a demonstrated need for additional funding.

Motion:

Mr. Coxe made a motion to recommend that the MPO approve the FY 2018 Unified Planning Work Program. Mr. Wells seconded the motion. The motion passed unanimously.

3.5. MPO Self-Certification

Presenter: Robert Cook

Summary/Action Requested:

Mr. Cook indicated that the Code of Federal Regulations (23 CFR 450.334) requires MPOs to annually certify to the FHWA and Federal Transit Administration (FTA) that the transportation planning process addresses all major issues facing the MPO and is being conducted in accordance with all applicable requirements. The MPO self-certification form lists laws, statutes, and regulations that are relevant to MPOs. CRTPO’s self-certification was discussed at a Transportation Staff meeting to ensure that the organization meets the applicable standards set forth by the FHWA.

Motion:

Mr. McDonald made a motion to recommend that the MPO adopt a resolution certifying CRTPO’s compliance with all federal transportation planning laws, statutes, etc. during FY 2016. Ms. Stiwinter seconded the motion. The motion passed unanimously.

3.6. FY 2017 Unified Planning Work Program Amendments

Presenter: Robert Cook

Summary/Action Requested:

Mr. Cook explained that additional amendments are requested beyond the FY 2017 UPWP amendments that were approved last month since approved amendments did not account for invoices received within the last several weeks.

He explained that staff has recommended that the funds should be reallocated from the traffic volume counts (II-1) and corridor protection and special studies (VI-10) task codes in the total amount of \$360,000. The reallocated funds are recommended to be re-distributed to the following task codes:

Task Code	Task Code Description	Funds to be Reallocated	Reason
II-10	GIS Analysis	7,500	On-call task order to update the CTP’s Highway network
IV-1	Community Goals & Objectives	242,500	Additional funds to ensure adequate funds are available to support the development of the 2045 MTP, including costs associated with building the Cost Estimating Tool.
IV-2	Highway Element of L RTP	45,000	On-call task order analyze the Troutman Bypass
IV-9	Financial Planning of L RTP	5,000	Additional funds to support the development of the 2045 MTP financial plan
V-2	Air Quality Conformity	10,000	On-call task order for CMAQ project management
V-4	Transportation Improvement Program	20,000	On-call task order to update the TIP database and to update the 2040 MTP to reflect amendments made necessary by the adoption of the 2016-2025 TIP
VI-1	Title VI	10,000	On-call task order to analyze Title VI implementation of required procedures

Task Code	Task Code Description	Funds to be Reallocated	Reason
VI-6	Public Involvement	5,000	On-call task order for improvements to quarterly newsletter
VI-9	Environmental Analysis & Pre-TIP Planning	5,000	On-call task to support efforts related to realignment of the Eastern Circumferential
VI-12	Management & Operations	10,000	Additional funds to support basic operations of the CRTPO
Total		360,000	

Bjorn Hansen inquired about the number of years that CRTPO’s traffic count program has existed. Mr. Cook explained that the traffic count program has existed for two years and staff is in the process of evaluating its effectiveness and determining how this program may move forward.

Motion:

Mr. McDonald recommended to the MPO that it consider approving the FY 2018 Unified Planning Work Program. Mr. Coxe seconded the motion. The motion passed unanimously.

TCC INFORMATION REPORTS

4.1. 2045 Metropolitan Transportation Plan

Presenter: Neil Burke & Robert Cook

Summary/Action Requested:

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:

- Mr. Burke explained that staff has begun the process of developing the financial plan that is a required component of the 2045 MTP. The most critical element is the forecast of available roadway revenues that originate from NCDOT’s Prioritization (STI) process. The endorsement of the roadway revenues is critical to complete the roadway ranking process of the MTP.
- He explained that the other elements of the financial plan such as non-highway and MPO discretionary fund forecasts are in progress and will be presented during upcoming meetings.
- Staff has recommended the continued use of CRTPO’s population shares of the five STI geographies as a means to develop revenue projections for the 2035 and 2045 horizon years. The 2025 horizon year roadway revenue data has been obtained from the DRAFT 2018-2027 TIP, and is not expected to materially change prior to adoption.
- Mr. Burke explained that staff also continues to recommend a 2% annual escalation factor for revenues beyond 2028. The NCDOT-TIP Development Unit also concurs with this recommendation.
- He acknowledged that adjustments may need to be made to state and federal funding structures to keep available revenues consistent given the improved fuel emissions of the automobile fleet and related decline in gas tax revenues.
- Mr. Burke reviewed the potential roadway revenues for the Statewide Mobility tier, Regional Impact (Funding Regions E & F), Division Needs (Divisions 10 & 12) for the 2025, 2035, and 2045 Horizon Years of the MTP. In total, the assumptions indicate approximately \$7 billion in roadway revenues available throughout the course of the plan.

- He then reviewed the total funding allocated to existing and committed projects based upon the DRAFT TIP. The existing and committed funds will be subtracted from available revenues in the 2025 and 2035 horizon years.
- Mr. Burke concluded his presentation on the roadway financial assumptions by stating that staff will be seeking the endorsement of these assumptions from the Advisory Committee during their March 7 meeting and a TCC recommendation during the April 13 meeting.
- Mr. Burke explained that the purpose of the roadway ranking review committee is to participate in the evaluation of candidate roadway projects throughout the ranking process.
- The roadway ranking committee is comprised of the following staff members from throughout the planning area.

Area Represented	Member (Organization)
Iredell County	Andrew Ventresca (Statesville)
Mecklenburg County	Stephen Trott (Huntersville)
Union County	Dennis Rorie (Waxhaw)
CDOT	Andy Grzymiski (CDOT)
Metrolina Travel Demand Model	Anna Gallup (CDOT)
NCDOT	Stuart Basham (Division 10)
CRTPO	Neil Burke (others, as needed)

- Mr. Cook reminded the TCC that the purpose of this group is not to rank individual projects, but rather to review the results of the project ranking process. He added the group will be dissolved once its work has been completed.
- The TCC confirmed the membership of the roadway ranking review committee.
- Mr. Cook explained that the MTP public comment period was extended from its initial end date of February 10 to February 28 to accommodate any comments received during presentations to groups that were scheduled throughout the month of February.
- He provided the following initial summary statistics regarding the public outreach effort for the 2045 MTP (January 16-February 28):
 - Ten presentations to community groups throughout the planning area.
 - 18 pop-up events/flier distribution events
 - Two webinars
 - A radio interview that was rebroadcasted several times
 - Social media presence
- Mr. Cook stated that he estimates that the public outreach effort reached over 800 residents throughout the planning area.
- He concluded his presentation with an overview of the results of comments received from the interactive mapping application on the MTP website by stating that each member jurisdiction's TCC representative will receive these comments via email by the end of the week.

4.2 Public Involvement Plan 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:

- Mr. Burke began his presentation by stating an update to CRTPO's Public Involvement Plan (PIP) was a recommendation in the 2015 Certification Review.
- He explained that the PIP update will focus on changes to the public comment process for the TIP as a result of STI, and the use of social media as a method for public engagement.
- A steering committee has been formed to guide the PIP update by providing input on plan recommendations and reviewing the DRAFT PIP report.
- Mr. Burke concluded his presentation by explaining that the draft PIP will be reviewed by the steering committee later this month and will be circulated for TCC review this spring prior to requesting action to open a 45-day public comment period on the draft document.

4.3. P5.0 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:

- Mr. Burke began his presentation by stating that the P5.0 Work Group has been meeting bi-monthly in Raleigh since October of 2016.
- He summarized the consensus recommendations that the work group has made to date which include the continued use of scaling of project scores, continued use of Peak ADT, non-highway criteria (other than public transit), and normalization.
- Mr. Burke explained that the work group will make consensus recommendations in upcoming meetings regarding public transit criteria, highway criteria, measures, and weights, economic competitiveness and local input points.
- Projects funded for right-of-way within the first five years of the STIP (2018-2022) would be committed and not subject to reprioritization in P5.0 (Construction for these committed projects may occur after 2022).
- He explained that the work group has recommended that projects in the second five years of the DRAFT STIP, a sibling of a programmed project in the DRAFT STIP, and a completed NEPA document define a projects status as a carryover. CRTPO would not have to use a submittal slot to have these projects scored in P5.0.
- CRTPO will receive 46 project submittals for all modes in P5.0.
- Mr. Burke concluded his presentation by reviewing a schedule for P5.0.

Bjorn Hansen encouraged the TCC to consider the allowance of intersection project submittals for P5.0 since intersection submittals were not allowed during the MTP roadway project submittal process.

4.4. Transportation Alternatives Program Recommended Project List

Presenter: Curtis Bridges

Summary:

Mr. Bridges 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. Bridges began his presentation by explaining that the Bicycle and Pedestrian Work Group has completed scoring and ranking projects submitted for the 2016 round of TAP funding.
- The recommended project list awards a total of \$2.4 million to three local projects within Charlotte, Cornelius, and Indian Trail.
- He explained that this project list must be approved by the MPO so that the TAP funds can be programmed in the TIP.
- Mr. Bridges concluded his presentation by reviewing an upcoming schedule by explaining that action will be requested during the April TCC and MPO meetings.

Mr. Coxe asked for clarity in Indian Trail’s submittal of the South Fork Crooked Creek Greenway when the Town requested that the STP-DA funding on this project to be reprogrammed to the US 74 multi-use trail. Mr. Bridges explained that he will work with Indian Trail staff to answer questions regarding this project submittal.

OTHER REPORTS

5.1. NCDOT Report

Stuart Basham provided an update on behalf of NCDOT-Division 10:

- Construction of abutments for grade separations is underway in the Hemby Bridge area of the Monroe Expressway project.
- There is ongoing median/channelization work on the Independence Boulevard project (U-209) near Idlewild Road. Division 10 has not currently set an opening date for the Idlewild Road interchange at this time.
- A new traffic signal has been installed at US 601 and Lawyers Road in Union County.
- Back Creek Church Road rail crossing will be closed on Monday, March 6 for 45 days to reconstruct the rail crossing for the high speed rail project.

Andy Bailey stated that the Gaston Cleveland Lincoln MPO will amend its portion of the Catawba Crossings highway project within its CTP from ‘freeway’ to ‘boulevard’ during the March meeting.

Louis Mitchell stated that Ned Curran will be replaced by Tony Lathrop on the NC Board of Transportation (BOT) as an at-large member. Tracy Dodson will continue to serve out her term on the BOT.

5.2. Bicycle and Pedestrian Work Group Report

Mr. Bridges stated the Bicycle and Pedestrian Work Group (BPWG) will continue the review of the TAP criteria during this afternoons meeting.

5.3. Upcoming Issues

Mr. Burke reminded the TCC of the following dates for the close of two separate project submittal processes:

- The 2045 MTP roadway project submittal window will close on March 10.
- The STP-DA project submittal window will close on March 20.

Mr. Burke announced the following two conferences for continuing education:

- Centralina Council of Governments will host a Creative Solutions for Thriving Communities conference on Thursday, April 6 at the Charles Mack Citizen Center in Mooresville. Additional information can be found [here](#).

- The Annual North Carolina MPO Association Statewide Transportation Planning Conference will be held from April 25 through April 28 in New Bern. Additional information can be found [here](#).

Mr. Cook announced that the CRTPO CTP maps are on the BOT Agenda for adoption during next week's meeting. The adoption by the BOT will complete the mutual adoption process of the CTP maps by CRTPO and NCDOT.

6. Adjourn: Mr. Pleasant determined that the agenda had been adequately completed and adjourned the meeting at 11:43 a.m.