

**CHARLOTTE REGIONAL TRANSPORTATION PLANNING ORGANIZATION**  
**Charlotte-Mecklenburg Government Center, Room 267**  
**October 17, 2018 Meeting**  
**Summary Minutes**

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**Members Attending:**

Greg Phipps (Charlotte), Michael Miltich (Cornelius), Jane Campbell (Davidson), Mark Gibbons (Huntersville), Jerry Morse (Indian Trail), James Mallory (Iredell County), Norma Carpenter (Marshville), Paul Bailey (Matthews), Frederick Becker (Mineral Springs), Richard Newton (Mint Hill), Jack Edwards (Pineville), Lynda Paxton (Stallings), Michael Johnson (Statesville), Steve Maher (Waxhaw), Brad Horvath (Wesley Chapel), Sam Bowles (NCBOT-Div.10), John Pope (NCBOT-Div. 12)

**Non-Voting Members Attending:**

James Walker (NC Turnpike Authority)

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**1. Call to Order**

Chairman Michael Johnson called the October 2018 CRTPO meeting to order at 6:09 PM.

**2. Adoption of the Agenda**

Summary:

Chairman Johnson asked if changes to the agenda were necessary. No changes were identified.

Motion:

Michael Miltich made a motion to adopt the agenda as presented. Mayor Maher seconded the motion. Upon being put to a vote, the motion to adopt the agenda was unanimously approved.

**3. Public Comment Period**

Five people addressed the Board: Alan Gardner; Gwen Gardner; Ken McCoy; Sofia Chabot; Kat Lee. All spoke about the Waxhaw Parkway project. They stated support for the project concept, but at a location different from what is currently shown on the Comprehensive Transportation Plan. Ms. Lee stated that she was a Waxhaw commissioner, but was not speaking on behalf of the commission.

**4. Ethics Awareness & Conflict of Interest Reminder**

Mr. Cook read the ethics awareness and conflict of interest reminder. No conflicts were identified.

**5. Consent Agenda**

Summary:

Chairman Johnson requested action on the lone consent item: September 2018 meeting minutes.

Motion:

Dr. Miltich made a motion to approve the consent agenda item. Jane Campbell seconded the motion. Upon being put to a vote, the consent agenda item was unanimously approved.

**6. Transportation Improvement Program Development**

**a. 2020-2029 TIP Development Local Input Points Allocation**

Presenter:

Neil Burke

Summary:

Mr. Burke provided information to the Board via a Power Point presentation, the contents of which are incorporated into the minutes. The presentation's purpose was to obtain the Board's approval of the final list of Division Needs projects proposed for CRTPO's allocation of local input points in the P5.0 process, and to affirm that CRTPO's public involvement procedures and local input methodology were followed and points allocated to Division Needs projects scored in the P5.0 process. Comments received during the public comment period were

reviewed as were the point allocations. Letters of support were received from the towns of Mineral Springs and Waxhaw and Union County for the Waxhaw Parkway project. The TCC unanimously recommended that the Board take the requested action.

The Board discussed the Waxhaw Parkway following the staff presentation. The comments supported applying local input points to the project because doing so does not establish a final alignment.

**Motion:**

Dr. Miltich made a motion to:

- Approve the final list of projects proposed for CRTPO’s allocation of local input points for the Division Needs tier of the 2020-2029 TIP.
- Affirm that CRTPO’s public involvement procedures and the local input methodology conditionally authorized by NCDOT have been followed and points allocated to those Division Needs projects scored in the P5.0 process.

Mayor Maher seconded the motion. Upon being put to a vote, the motion was unanimously approved.

**b. 2018-2027 TIP Amendments**

**Presenter:**

Erin Kinne

**Summary:**

Ms. Kinne provided details on the proposed amendments as listed below.

TIP ID	Jurisdiction	Project & Amendment Summary	Recommended TIP Revision
EB-5786	Mecklenburg County	Little Sugar Creek Greenway Extension (Ramblewood Lane to Burnt Mill Road)  Move the \$2,200,000 in STBG-DA funds programmed to this project from FFY-28 to FFY-19.	CONSTRUCTION FFY-19 \$2,200,000 (STBG-DA)
C-5538	Charlotte	Tuckaseegee/Berryhill/Thrift Roads Roundabout  Move the \$1,053,000 in STBG-DA funds and \$1,797,000 in CMAQ funds programmed to this project from FFY-18 to FFY-19.	CONSTRUCTION FFY-19 \$1,053,000 (STBG-DA) \$1,797,000 (CMAQ)
EB-5932	Troutman	Richardson Greenway South  Move \$62,342 in STBG-DA funds programmed to this project from Construction in FFY-20 to Preliminary Engineering in FFY-19.  Move \$122,100 in STBG-DA funds programmed to this project from Construction in FFY-20 into Right-of-Way in FFY-19.	PRELIMINARY ENGINEERING FFY-19 \$62,342 (STBG-DA)  RIGHT OF WAY FFY-19 \$122,100 (STBG-DA)  CONSTRUCTION FFY-20 \$607,558 (STBG-DA)

**Motion:**

Mayor Becker made a motion to approve the TIP amendments as presented. Mark Gibbons seconded the motion. Upon being put to a vote, the motion was unanimously approved.

**c. TIP Amendment Guidelines**

**Presenter:**

Neil Burke

**Summary:**

Mr. Burke stated that the presentation’s purpose was to request that the Board approve changes to the Board-adopted TIP amendment and modification guidelines. He directed attention to the detailed memorandum in the

agenda packet. The original guidelines were approved in June 2013 and were intended to streamline the TIP revision process by establishing a distinction between major changes that should be the subject of oversight by the TCC and Board (amendments), and minor changes that do not require significant oversight (modifications) and can be approved at a staff level. Staff is proposing to modify the guidelines to better align with similar NCDOT guidelines. Mr. Burke explained that the primary issue was that of project cost increases and thresholds that would determine if a change would be classified as an amendment or a modification. Six revisions were proposed:

1. Removal of a ‘not to exceed \$2 million’ clause to justify the need for TIP amendments.
2. Modification of text to specify that administrative modifications can be made internally by staff and do not need to be placed on consent agenda.
3. Addition of a provision (item E) that limits administrative modifications to projects within authorization dates within the first four years of the TIP time window and do not cross MTP horizon years.
4. Addition of a clarifying statement that that revenue neutral funding exchanges can be handled as administrative modifications and do not have to seek CRTPO Board approval.
5. Insertion of a public involvement requirement for administrative modifications.
6. Addition of a minor project limit change as an example of an administrative modification.

**Motion:**

Dr. Miltich made a motion to approve the revisions to the TIP amendment guidelines. James Mallory seconded the motion. Upon being put to a vote, the motion was unanimously approved.

**d. South End Station Plan-Lynx Blue Line TIP Amendment**

**Presenter:**

David McDonald, CATS

**Summary:**

Mr. McDonald explained that the amendment will provide the required planning, environmental and design work over the next three years to locate a new light rail station on the LYNX Blue Line. The work will be funded with FTA Section 5307 formula funds allocated to CATS and matched with CATS local capital funds. Future construction funds are anticipated to be a combination of public-private funds to implement the new station. The Board will be asked to take action on this item at its November meeting. Board members then posed questions to Mr. McDonald. Mayor Edwards asked about project cost. Mr. McDonald replied that current estimates are \$8-10 million. Mr. Phipps asked if there was any additional capacity to add stations. Mr. McDonald replied that it was dependent upon how development occurs.

**7. Performance-Based Planning**

**a. 2045 Metropolitan Transportation Plan Amendments**

**Presenter:**

Robert Cook

**Summary:**

Mr. Cook stated that the presentation’s purpose was to obtain the Board’s approval of the following two actions:

- Amend the 2045 Metropolitan Transportation Plan to incorporate twelve performance measures and targets
- Endorse the NCDOT targets for the twelve performance measures and adopt the accompanying resolution.

The action is another phase in the implementation of performance-based planning requirements. Ten of the measures are new and two (CMAQ targets) were previously endorsed by the Board in May. The action will fully incorporate all 12 measures into the MTP. A comment period was held from August 22 through September 21. One comment was received. The staff recommendation was to endorse the NCDOT targets because the CRTPO is still new to implementing the new requirements, therefore a consistent approach with NCDOT is most appropriate. Also, the CRTPO’s ability to effect change in the categories is minimal. The measures and targets are listed in the table below. The TCC unanimously recommended that the Board take the two actions.

Performance Measure	2 Year Target 1/1/2018 – 12/31/2019	4 Year Target 1/1/2018 – 12/31/2021
Interstate Pavement Condition (Good)		37.0 %
Interstate Pavement Condition (Poor)		2.2 %

<b>Performance Measure</b>	<b>2 Year Target 1/1/2018 – 12/31/2019</b>	<b>4 Year Target 1/1/2018 – 12/31/2021</b>
Non-Interstate NHS Pavement Condition (Good)	27.0%	21.0%
Non-Interstate NHS Pavement Condition (Poor)	4.2%	4.7%
NHS Bridge Condition (Good)	33.0%	30.0%
NHS Bridge Condition (Poor)	8.0%	9.0%
Interstate Level of Travel Time Reliability	80.0%	75.0%
Non-Interstate NHS Level of Travel Time Reliability		70.0%
Interstate Truck Travel Time Reliability	1.65	1.70
CMAQ – Percent of Non-Single Occupant Vehicle (SOV) travel	21.0%	21.0%
CMAQ – Annual Hours of Peak-Hour Excessive Delay (PHED) per Capita		34.0
CMAQ - On-Road Emission Reduction from CMAQ Projects	CO: 11.522 kg/day VOC: 0.252 kg/day NOx: 2.360 kg/day	CO: 23.044 kg/day VOC: 0.504 kg/day NOx: 4.720 kg/day

Motion:

Dr. Miltich made a motion to amend the 2045 MTP to incorporate twelve performance measures and targets and to endorse the NCDOT targets for the twelve performance measures and adopt the accompanying resolution. Ms. Campbell seconded the motion. Upon being put to a vote, the motion was unanimously approved.

**b. Performance Management Agreement**

Presenter:

Robert Cook

Summary:

Mr. Cook stated that the presentation’s purpose was to present information on an agreement to manage the performance-based planning process. No action was requested, but the Board will likely be asked to approve the agreement at its November meeting. The Board’s attention was directed to a draft agreement included in the agenda packet. The Code of Federal Regulations governing the metropolitan planning process requires MPOs, states and transit providers to “cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process.” In response, a performance management agreement was developed by the NCDOT in partnership with the NC Association of MPOs. The agreement addresses protocols regarding data sharing, coordination, communication, etc. as it pertains to performance measures. Four key issues are addressed in the agreement: transportation performance data; target selection; reporting; data collection. Mr. Cook stated that the City attorney reviewed the agreement and found no concerns. The TCC was asked to review the document and provide comments by October 19. Comments will be discussed at the October 24 Transportation Staff meeting.

**8. Comprehensive Transportation Plan Amendments**

Presenters:

Curtis Bridges

Summary:

Mr. Bridges provided information to the Board via a Power Point presentation, the contents of which are incorporated into the minutes. The presentation’s purpose was to obtain the Board’s approval of a series of amendments to the CTP. It was explained that NCDOT’s Transportation Planning Division is leading a pilot effort to adopt CTP amendments from MPOs across the region on an annual schedule. By adopting the amendments, the NC Board of Transportation (NCBOT) will be able to take similar action before the end of the year. (CTPs must be mutually adopted by MPOs and the NCBOT.) The amendments reflect alignment changes approved since original CTP adoption in 2017, substantive revisions which have gone through a local public engagement process, and administrative updates to status, alignment limits, and cartographic errors. It was stated that this amendment effort will not impact planning, funding, or prioritization efforts by member jurisdictions. Furthermore, a TCC CTP work group will continue to develop guidelines for future amendments. The TCC unanimously recommended that the Board adopt the amendments.

Motion:

Dr. Miltich made a motion to approve the CTP amendments. Mr. Gibbons seconded the motion. Upon being put to a vote, the motion was approved. Mayor Becker cast a dissenting vote.

**9. Air Quality Conformity Determination & MTP/TIP Amendments**

Presenter:

Robert Cook

Summary:

Mr. Cook stated that the presentation's purpose was to obtain the Board's approval of the following three actions:

- Find that the 2045 Metropolitan Transportation Plan and the 2018-2017 Transportation Improvement Program are in compliance with the provisions of the Clean Air Act amendments of 1990 and the FAST Act.
- Amend the 2045 Metropolitan Transportation Plan.
- Amend the 2018-2027 Transportation Improvement Program.

The need for the conformity determination was triggered by a U.S. Court of Appeals decision known as South Coast Air Quality Management District v. EPA. In response to FHWA guidance on this matter, the CRTPO took action to determine transportation conformity with the 1997 and 2008 ozone standards on the 2045 MTP and 2018-2027 TIP. Needed amendments to the MTP and TIP were folded into the process. A comment period was held from August 22 through September 21. No comments were received. The TCC unanimously recommended that the Board take the requested actions. Vice-Chairman Bailey requested that staff look into the costs associated with achieving the targets, and questioned if a "fair" rating for infrastructure condition is acceptable.

Motion:

Mayor Becker made a motion to

- Find that the 2045 Metropolitan Transportation Plan and the 2018-2017 Transportation Improvement Program are in compliance with the provisions of the Clean Air Act amendments of 1990 and the FAST Act.
- Amend the 2045 Metropolitan Transportation Plan.
- Amend the 2018-2027 Transportation Improvement Program.

Ms. Campbell seconded the motion. Upon being put to a vote, the motion was unanimously approved.

**10. FY 2018 Unified Planning Work Program Amendment**

Presenter:

Robert Cook

Summary:

Mr. Cook stated that the presentation's purpose was to obtain the Board's approval of an amendment to the FY 2018 UPWP. He directed the Board's attention to the details provided in the memorandum in the agenda packet. The action was necessary because final expenditures for six task codes exceeded allocated funding levels in excess of the 10% overages MPOs are permitted to charge to individual task codes. The action will transfer funds from a task code with available funds to six task codes experiencing shortfalls. No additional funding is being requested. No policy or priority changes are proposed. The amendment will allow final reimbursement for FY 18 work to be completed. The TCC unanimously recommended that the Board approve the amendment.

Motion:

Mr. Gibbons made a motion to approve the FY 2018 UPWP amendment as presented. Dr. Miltich seconded the motion. Upon being put to a vote, the motion was unanimously approved.

**11. Project Oversight Committee Update**

Presenter:

Erin Kinne

Summary:

Ms. Kinne provided information to the Board via a Power Point presentation, the contents of which are incorporated into the minutes. The presentation's purpose was to update the Board on the activities of the Project

Oversight Committee (POC). The POC was established by the Board in 2015 and is responsible for making project selection recommendations to the TCC for the various discretionary funding sources and for monitoring the implementation and progress of projects funded by discretionary funds (STBG-DA, CMAQ, TAP, and BA). Since 2015, 97 projects have been awarded discretionary funds and no project funding has been removed and all funded projects are progressing. Ms. Kinne discussed how the POC is working with project sponsors to avoid the potential effects of a federal rescission of CMAQ and TAP funds planned for September 2019, as well as a rescission of Bonus Allocation funds received as part of the I-77 express lanes project. A review was provided of ongoing work to prepare a policy to govern the allocation of discretionary funds and the administration of the resulting projects.

## **12. Upcoming Agenda Items**

### Presenter:

Robert Cook

### Summary:

Mr. Cook stated that November's agenda will include action items on the performance management agreement and the Lynx line South End station. Information will also be provided about updated safety targets associated with performance-based planning. Board members were also reminded about the date change for the November meeting. The new date is Wednesday, November 28.

## **13. Adjourn**

The meeting adjourned at 7:41.