

**CRTPO TECHNICAL COORDINATING COMMITTEE**  
**Summary Meeting Minutes**  
**Charlotte-Mecklenburg Government Center**  
**Room 267**  
**May 3, 2018**

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**Voting Members:** *Chair* – Sherry Ashley (Statesville), *Vice-Chair* – Dennis Rorie (Waxhaw), David McDonald (CATS), Liz Babson (CDOT), Dan Leaver (Charlotte E&PM), Gareth Johnson – alt for Taiwo Jaiyeoba (C-M Planning), Aaron Tucker – alt for Andrew Grant (Cornelius), Travis Johnson (Davidson), Bill Coxe (Huntersville), Matthew Todd (Iredell County), Susan Habina Woolard (Matthews), Megan Green (Mecklenburg County – LUESA Air Quality), Nathan Farber – alt for Steve Frey (Mint Hill), Lisa Stiwinter (Monroe), Cami Wecklerly ( Mooresville), Brett Canipe – alt for Scott Cole (NCDOT – Div. 10), Andy Bailey (NCDOT-TPD) Travis Morgan (Pineville), Kevin Parker – alt for Chris Easterly (Stallings), Bjorn Hansen (Union County), Gwen Cook (Greenway Focus Area Representative), Scott Correll (Pedestrian Focus Area Representative), Dick Winters (Public Health Focus Area Representative)

**Staff:** Robert Cook (CRTPO), Curtis Bridges (CRTPO), Neil Burke (CRTPO), Erin Kinne (CRTPO) Candice Rorie (CRTPO), Andy Grzymiski (CDOT), Anna Gallup (CDOT), Loretta Barren (FHWA), Stuart Basham (NCDOT-Div. 10), John Cook (NCDOT – Div. 12), Travis Preslar (NCDOT-Div. 10), Warren Cooksey (NCTA), Katie Lloyd (Mecklenburg County Park and Rec), Courtney Schultz (CATS), Jim Loyd (Monroe)

**Guests:** Bill Thunberg (LNTC), Radha Swayampakala (RS&H), Joe Lesch (Gresham Smith), Steve Blakley (Kimley Horn)

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

**1. Adoption of the Agenda**

Ms. Ashley explained that a modification to today’s agenda was proposed by CATS to add two additional FY 2019 UPWP amendments to program its FTA 5307 funds for two transit planning projects.

The amended agenda to add the CATS UPWP amendments to agenda item 3.4 was adopted by acclamation.

**2. Consideration of Consent Agenda**

Ms. Ashley stated that the consent agenda for the May meeting contained the approval of the April 5, 2018 TCC Minutes.

Motion:

Dennis Rorie made a motion to adopt the consent agenda. Dan Leaver seconded the motion. The motion passed unanimously.

**TCC BUSINESS ITEMS**

**3.1. Prioritization 5.0 – Regional Impact Local Input Points**

Presenter: Neil Burke

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 began his presentation by stating that the requested action is to recommend the CRTPO Board open a 30-day public comment period on projects recommended for Regional Impact point assignment.
- He explained that the public comment period would begin on May 21 and conclude on June 20.
- Mr. Burke stated that the P5.0 Subcommittee met on April 10 to develop the draft local input point assignment as developed for highway, rail, aviation and transit projects based upon CRTPO's adopted local input point methodology. In addition, P5.0 coordination has continued to occur with the NCDOT Divisions at Transportation Staff meetings and other opportunities.
- Mr. Burke explained that the P5.0 subcommittee has not recommended the assignment of local input points to expensive unfunded Statewide Mobility projects such as the I-77 project between the Belk and Brookshire Freeways or the I-77 widening project in Iredell County.
- He then reviewed the Regional Impact local input points assignment for highway projects as recommended by the P5.0 subcommittee.
  - The priority for assigning local input points as approved in the adopted CRTPO methodology was based upon the MTP horizon year, MTP score, and P5.0 score if the project was not included in the MTP.
  - 19 highway projects within Region E (Mecklenburg and Union Counties) are being recommended for Regional Impact local input point assignment.
  - Two highway projects within Region F (Iredell County) are being recommended for Regional Impact local input point assignment.
  - The P5.0 subcommittee recommended that the remaining 25 points within the highway mode are transferred to the non-highway mode in order to make a fourth allocation of 100 points.
- Mr. Burke then reviewed the Regional Impact local input point assignment for non-highway projects as recommended by the P5.0 subcommittee .
  - The priority for assigning local input points as approved in the adopted CRTPO methodology was based upon assigning at least one allocation of local input points to each non-highway mode based upon its P5.0 score.
  - The subcommittee recommended the assignment of local input points to two unfunded Statewide Mobility rail projects, an unfunded Statewide Mobility aviation project at the Charlotte-Douglas Airport, and a Regional Impact transit project providing bus service between Iredell and Mecklenburg Counties.
- Mr. Burke concluded his presentation by discussing the schedule for P5.0 Regional Impact local input points assignment. There will be action requested at the July TCC meeting to recommend the final assignment of local input points to Regional Impact projects based upon public comments received.

Brett Canipe stated that the NCDOT Divisions have delayed the start of its 30-day public comment period until June 4 for the benefit of additional coordination on local input point assignments with MPOs and RPOs. Mr. Canipe asked if CRTPO should consider adjusting its public involvement schedule. Mr. Coxe suggested that the public comment period should be based upon the assignment of points based upon the methodology, and the NCDOT coordination along with any public comments received may necessitate adjustments to the final point assignments that are presented to the TCC and MPO in July.

Motion:

Mr. Coxe recommended to the CRTPO Board that it open a public comment period on the draft list of Regional Impact projects proposed for local input points assignment under NCDOT Prioritization 5.0. Lisa Stiwinter seconded the motion. The motion passed unanimously.

**3.2. CMAQ Performance Measures Target Setting**

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 action was to recommend to the CRTPO Board that it endorse Congestion Mitigation & Air Quality targets for two performance measures:
  - Annual hours of peak-hour excessive delay per capita (2022)
  - Percent of non-single occupant vehicle (SOV) travel (2020 & 2022)
- He explained that both the State(s) and MPO(s) must set a single, uniform target for the urbanized area.
  - The Charlotte Urbanized Area contains three MPOs (GCLMPO, C-R MPO, and RFATs) and two State DOTs (NCDOT, SCDOT).
  - The statewide CMAQ targets are due on May 20, 2018, and MPO targets are due not more than 180 days after the state targets (November 2018).
- He explained that the MPOs and DOTs have met several times recently to develop a uniform set of performance targets.
- Mr. Cook explained that the CMAQ congestion measures only apply to MPOs and DOTs that are within an urbanized area of greater than 1 million in population, the MPO has national highway system mileage within their boundary, and the MPO must be in nonattainment/maintenance.
- Mr. Cook reviewed the metric definitions and the targets that the MPOs and DOTs have set for peak hour excessive delay and the Non-SOV travel.
- He explained that an aggressive target of 34 hours of peak hour excessive delay was selected because of the Charlotte region's anticipated population growth in 2020 and 2022, and the projects that are programmed within the TIP will not have a significant impact to significantly reduce delay across the region.
- Mr. Cook concluded his presentation by explaining that an endorsement of the CMAQ targets by CRTPO will allow the DOTs to submit their information. The MTP will need to be amended to accommodate all performance targets by October of 2018.

Motion:

David McDonald made a motion to recommend to the CRTPO Board that it endorse the CMAQ targets for Annual hours of peak-hour excessive delay per capita (2022), and percent of non-single occupant vehicle (SOV) travel (2020 & 2022). Mr. Rorie seconded the motion. The motion passed unanimously.

**3.3. CRAFT Memorandum of Agreement**

Presenter: Robert Cook

Summary/Action Requested:

- Mr. Cook began his presentation by explaining that the requested action was to recommend to the CRTPO Board that it recommend to the CRTPO Board that it approve the modified Charlotte Regional Alliance for Transportation (CRAFT) Memorandum of Agreement (MOA).
- He provided an overview of the four major changes proposed to the MOA:
  - Added an introduction with seven goals of the organization
  - Clarification of the technical committee membership in terms of voting authority
  - Incorporation text of the affiliate agencies (federal and state)
  - Removal of a reference to executive committee meeting once per year

Motion:

Mr. Coxe made a motion to recommend to the CRTPO Board that it approve the modified Charlotte Regional Alliance for Transportation (CRAFT) Memorandum of Agreement (MOA). Mr. McDonald seconded the motion. The motion passed unanimously.

**3.4 FY 2019 UPWP Amendments**

Ms. Ashley explained that the FY 2019 UPWP has been requested to be amended to add additional unobligated STBG-DA planning funds as well as FTA 5307 funds. She suggested that one motion for recommendation for approval was taken at the end of the two presentations. No objections were raised.

*a. Amend FY 2019 to program additional STBG-DA planning funds*

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:

- He began his presentation by stating that the requested action was for the TCC to recommend to the CRTPO Board that it approve amendment to FY 19 UPWP to program unobligated STBG-DA planning funds.
- Mr. Cook explained that NCDOT-TPD has changed its procedures for administering STBG-DA funding, thus \$653,371 has become available for programming for planning efforts. These funds cannot be used to fund capital projects.
- He explained that the \$474,000 of the STBG-DA funding is being recommended to fund the five local transportation planning projects from the FY 2019 UPWP prior to the determination that there was an inadequate unobligated balance for these projects.
- Mr. Cook stated that the staff recommendation for the remaining \$179,371 is to program the funds to the FY 2019 UPWP, but do not spend unless specific match source found because spending on general CRTPO activities will increase local cost share amounts.
  - Funds can rollover to be spent in future

*b. Amend FY 2019 to program FTA 5307 funds for transit planning studies*

Presenter: David McDonald

Summary/Action Requested:

- Mr. McDonald began his presentation by stating that the requested action was to recommend to the CRTPO Board that it amend the FY 2019 Unified Planning Work Program to program

5307 federal transit funds allocated to the Charlotte Area Transit System (CATS) to undertake two planning studies.

- He explained that federal formula funds (5307) are allocated to CATS based on a formula and are eligible for capital expenditures and planning.
- When utilized for planning, these funds and the work efforts that will be undertaken must be documented in the UPWP.
- The recommended planning projects and 5307 funding amounts are shown in the table below:

Project	Description	Section 5307 Funding
ADA Study	CATS will partner with other City of Charlotte Departments over a 2-year period to perform an ADA accessibility assessment.	300,000
Regional Transit Study	CATS will participate with the COG and regional partners in the development of a regional transit plan. Activities will include community outreach, human transportation service planning, rapid transit corridor planning, bus route service planning, regional travel demand management strategies and regional pass/ticketing agreements/systems.	325,000
	<b>Total</b>	<b>\$625,000</b>

Motion:

Ms. Stiwinter made a motion to recommend that the CRTPO Board approve:

- (a) The amendment to FY 2019 UPWP to program unobligated STBG-DA planning funds, and;
- (b) The amendment to the FY 2019 UPWP to program 5307 federal transit funds allocated to the Charlotte Area Transit System (CATS) to perform the two transit plans.

Mr. Rorie seconded the motion. Upon being put to a vote, the motion passed unanimously.

**3.5 Hornet’s Nest Park Access Improvements project**

Presenter: Scott Correll

Summary/Action Requested:

Mr. Correll 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. Correll began his presentation by stating that the requested action was to recommend to the CRTPO Board that it approve a TIP amendment to modify the scope of the Hornet’s Nest Park Access project to fund only the sidewalk portion of the project with CMAQ, while funding the intersection portion of the project with City of Charlotte funds.
- He explained that the CRTPO Board approved \$1,500,000 in CMAQ funding, with a \$5,310,000 local match for the Hornets’ Nest Park Access Project in March of 2017.
- Due to a federal regulatory issue, the City of Charlotte has requested to designate the awarded CMAQ funding for the sidewalk component, and local match for the intersection component of the project.
- Mr. Correll explained that the modified project scope was re-evaluated using CRTPO’s CMAQ criteria and the score declined from 1 to 5; however the project priority did not skip over any additional unfunded CMAQ funding requests.
- He stated that the City has not requested additional CMAQ funding for this project.
- Mr. Correll stated that this project was reviewed during recent Project Oversight Committee and Transportation Staff meetings and no major issues were identified.

Motion:

Mr. Coxe made a motion to recommend to the CRTPO Board that it approve a TIP amendment to modify the scope to fund only the sidewalk portion of the project with CMAQ, while funding the intersection portion of the project with City of Charlotte funds. Mr. McDonald seconded the motion. The motion passed unanimously.

**TCC INFORMATION REPORTS**

**4.1. CATS Transportation Demand Management**

Presenter: Courtney Schultz, CATS

Summary:

Ms. Schultz 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:

- Ms. Schultz began her presentation by stating that CATS goal for TDM is to reduce vehicle miles travelled and lessen the number of single occupant vehicles making work, school and recreation trips.
- She explained that CATS has branded its TDM program as the Employee Transportation Coordinator (ETC) position. There are over 120 participants in the ETC program representing top employers and universities within the region.
- Ms. Schultz summarized the elements of the TDM program which include discounts on transit passes, commuter tax benefits, and vanpools.
- She provided an overview of CATS ride tracking program ‘way2goCLT’, which has trip planning functionality and provides monthly rewards to users. This is CATS primary method for tracking its TDM performance.
- Ms. Schultz explained that CATS has formed partnerships with other regional mobility agencies that also promote TDM such as the transit providers in adjacent counties, B-Cycle, and Sustain Charlotte.

Travis Johnson asked the following questions regarding TDM:

- How does CATS track mode-shift?
  - CATS uses the “Share The Road NC” and “WaytoGoCLT” rideshare applications.
- Is the carpool database housed externally from CATS?
  - CATS provides the platform to form carpools but does not manage the database.
- How is CATS coordinated with ride-sourcing applications?
  - CATS TDM program does not currently work with the major ride-sourcing companies.
- Does CATS have plans to expand its TDM program?
  - CATS current budget for TDM is fairly limited. CATS pays a 50% match on the NCDOT grant.
- How can the budget for a regional TDM program be increased?
  - Mr. Coxe suggested the Statewide CMAQ program as a potential funding source.

Megan Green asked how the CATS program promotes TDM with the other transit systems throughout the region. Ms. Schultz explained that CATS only promotes TDM within its current system and does not offer support to the other transit agencies at this time.

Mr. Coxe encouraged CATS to consider enhancing their TDM services to be able serve as a benefit to the managed lanes projects that are currently under development within the region.

## **4.2. Northwest Huntersville Transportation Study – Phase 2**

Presenter: Bill Coxe

### Summary:

Mr. Coxe 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. Coxe began his presentation by explaining that he will provide an update on the status of this study, identify the CTP amendments that will be necessary following adoption, and provide an overview of the remaining tasks within the schedule.
- He explained that the recommendations in this study will be influenced by the alternatives that are being developed as part of NCDOT's environmental document for the NC 73 widening project (R-5721).
- Mr. Coxe reminded the TCC that the recommendations from this study will be reflected in amendments to the highway, bicycle, and pedestrian CTP maps.
- He explained that this study will determine the preferred roadway cross-sections and multi-modal treatments that will need to be included within the CTP database.
- Mr. Coxe provided the historical context for this study by explaining that the 1988 thoroughfare plan identified the initial location for roadways that have been constructed as part of the subdivision process. The roadway cross-sections within these subdivisions were designed to provide mobility as collector streets and minor thoroughfares.
- He provided the following summary of the public engagement process as part of this study:
  - Over 900 residents had participated in an online survey, with over 200 unique comments received.
  - Two rounds of public workshops have been held.
  - Strong support has been given for the two alignment alternatives that do not traverse through the Gilead Ridge subdivision
- Mr. Coxe stated that the voting procedure for the majority of the CTP amendments will be determined by the Town of Huntersville since the MOU states that the local jurisdiction has the authority over the alignments of minor thoroughfares.
- Mr. Coxe concluded his presentation by explaining that action will be requested by the TCC next month to recommend that the CRTPO Board adopt the CTP amendments associated with this study.

## **OTHER REPORTS**

### **5.1. NCDOT Report**

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

- Toll gantry structures have been installed in several locations along the Monroe Expressway project, and paving operations have resumed due to warmer weather conditions experienced over the past two weeks. Significant construction is ongoing within the western portion of this project.
- Work continues at night to convert four major intersections along US 74 in Indian Trail to superstreets. Those intersections are Sardis Church/Wesley Chapel Stouts Road, Faith Church Road, Unionville-Indian Trail Road, and Indian Trail-Fairview Road.

- Work on the widening project has begun along South Trade Street (U-5804B) in Matthews. The project's estimated completion date is by the end of September.
- Work will begin this month to convert the intersection of Brookshire Boulevard (NC 16) and Mt. Holly-Huntersville Road intersection to North Carolina's first continuous flow intersection (U-6084). The project is estimated to be completed in December.
- Division 10 has recently let a resurfacing contract to improve the pavement condition along 65 miles of roadways within Mecklenburg and Union Counties.

Andy Bailey made the following announcements:

- NCDOT-TPD is starting the process of structuring an annual CTP amendment and modification process that will include CRTPO and the other MPOs within the region.
- Mr. Bailey is working with the STIP unit to determine there are additional unobligated STBG-DA funds.

### **5.2. Bicycle and Pedestrian Work Group Report**

Mr. Bridges explained that the Bicycle and Pedestrian Work Group will discuss a statewide bicycle and pedestrian infrastructure network, and receive a presentation on the economic impact of greenways from a consultant.

### **5.3. Upcoming Issues**

Mr. Burke made the following announcements regarding upcoming conferences:

- Regional Transit Summit, May 17 in Charlotte. Additional information can be found [here](#).
- Charlotte will be the host city for the 2019 NC Association of MPO's Conference from April 24-26, 2019 at the Charlotte Convention Center.
  - Mr. Burke encouraged TCC members to become involved with the planning tasks, session development, mobile tour ideas, and presenting on innovative projects and initiatives within the region.
  - Additional information will be provided to the TCC throughout the next several months.

**6. Adjourn:** Ms. Ashley determined that the agenda had been adequately completed and adjourned the meeting at 11:29 a.m.