

**CHARLOTTE REGIONAL TRANSPORTATION PLANNING ORGANIZATION**  
**Charlotte-Mecklenburg Government Center, Room 267**  
**March 15, 2017 Meeting**  
**Summary Minutes**

---

**Members Attending:**

Vi Lyles (Charlotte), Michael Miltich (Cornelius), Beth Cashion (Davidson) James Mallory (Iredell County), Norma Carpenter (Marshville), Nick Disperienze (Marvin), Jim Taylor (Matthews), Jim Puckett (Mecklenburg County), Frederick Becker (Mineral Springs), Eddie Dinger ( Mooresville), Michael Johnson (Statesville), Teross Young (Troutman), James Warner (Waxhaw), Paul Kaperonis (Wesley Chapel), Tracy Dodson (NCBOT-Division 10), John Pope (NCBOT-Division 12)

**Non-Voting Members Attending:**

Jim Walker (NC Turnpike Authority), Elizabeth McMillan (Charlotte-Mecklenburg Planning Commission), Tony Lathrop (NCBOT-At Large)

---

**1. Call to Order**

Chairman Jim Taylor called the March 2017 CRTPO meeting to order at 6:00 PM.

**2. Adoption of the Agenda**

Summary:

Chairman Taylor asked if there were items to be added to the agenda or changed. No changes were identified.

Motion:

Vi Lyles made a motion to adopt the agenda as presented. Mayor Becker seconded the motion. Upon being put to a vote, the motion to adopt the agenda was approved unanimously.

**3. NDOT Secretary James H. Trogdon, III**

Summary:

Secretary Trogdon addressed the board about NCDOT focus areas, including such issues as improving project delivery and safety improvements. He then announced that he was initiating a review of the I-77 express lanes contract and that it would be conducted by an independent firm. Comments from the public and stakeholders will be solicited, and comments provided last year by CRTPO member jurisdictions would be included. A final report is scheduled to be issued in late summer 2017. The report will be provided to the CRTPO for review. Secretary Trogdon responded to questions from the board following his comments. Chairman Taylor thanked Secretary Trogdon for attending the meeting.

**4. Public Comment Period**

There were no public comments.

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

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

**6. Approval of Minutes**

Summary:

Chairman Taylor requested action on the February 2017 meeting minutes.

Motion:

Michael Miltich made a motion to approve the February 2017 meeting minutes as presented. Beth Cashion seconded the motion. Upon being put to a vote, the February 2017 meeting minutes were unanimously approved.

**7. 2045 Metropolitan Transportation Plan**

Presenter:

Neil Burke & Robert Cook

Summary:

Information was provided via a Power Point presentation, the contents of which are incorporated into the minutes. The presentation's purpose was to introduce elements of the MTP's financial plan in advance of an action request regarding estimated roadway project financial assumptions at the April meeting, and to review recent public outreach efforts. Mr. Burke stated that MPOs are required to develop MTP financial plans, and that those plans must demonstrate that sufficient funds are available to implement transportation improvements through a comparison of revenues and costs. The board must endorse the roadway financial assumptions in April so that the roadway project ranking process can be completed on schedule. The CRTPO's population share was proposed as the basis for future revenue projections because it is a good indicator of expected revenues. This will be done by the CRTPO's population share for each STI geography: Statewide, Regional Impacts and Division Needs. The details for the assumptions were then provided.

The results of the recent MTP public outreach effort were reviewed. The effort was successful, with over 300 comments being received, as well as approximately 260 surveys. Staff and/or its consultant provided presentations to ten organizations, participated in 13 pop-up events, two webinars and a radio interview.

**8. 2016-2025 Transportation Improvement Program Amendments**

Presenter:

Neil Burke

Summary:

Mr. Burke stated that the action requested was to amend the TIP for twelve locally-administered projects. The Project Oversight Committee reviewed the proposed amendments and recommended that the TCC consider them for a recommendation to the board. The TCC unanimously recommended at its March meeting that the board amend the TIP as presented.

Motion:

Dr. Miltich made a motion to approve the TIP amendments as presented. Ms. Cashion seconded the motion. Upon being put to a vote, the motion was adopted unanimously.

**9. Rail & Bus State of Good Repair TIP Amendments**

Presenter:

David McDonald, CATS

Summary:

Mr. McDonald provided information 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 amendments to TIP projects TG-5118A (rail) and TW-4901 (bus) to correct the funding amounts available in FY 2017 and beyond. The TCC unanimously recommended at its March meeting that the board approve the amendments.

Motion:

Vi Lyles made a motion to approve the TIP amendments as presented. Dr. Miltich seconded the motion. Upon being put to a vote, the motion was adopted unanimously.

**10a. FY 2018 UPWP Adoption**

Presenter:

Robert Cook

Summary:

Mr. Cook provided information 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 FY 2018 Unified Planning Work Program. Background information on the UPWP and its role in the CRTPO's planning process was provided. An error in the funding summary table in the memorandum contained in the agenda packet was discussed-the required local match of federal funds was double-counted. The corrected funding summary was reviewed.

Highlights of proposed allocations were discussed, along with the local projects to be funded with CRTPO funds. The TCC unanimously recommended at its March meeting that the board adopt the FY 18 UPWP.

Motion:

Mayor Becker made a motion to approve the FY 2018 UPWP. Ms. Lyles seconded the motion. Upon being put to a vote, the motion was adopted unanimously.

**10b. FY 2017 UPWP Amendment**

Presenter:

Robert Cook

Summary:

Mr. Cook provided information 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 recommended adjustments to the FY 2017 Unified Planning Work Program. The adjustments were necessary to reallocate funds to task codes experiencing shortfalls. The need for additional changes following the February amendment request was due to invoice processing delays. Invoices for several important projects (e.g., 2045 MTP preparation) were processed after the board's February 15 meeting, and resulted in several task codes being short of funds. In addition, some of the proposed changes will allow for services provided under two on-call contracts to be invoiced to the proper task code. Mr. Cook emphasized that the action requested will shift funds between task codes, and that no additional funding was being requested.

Motion:

Dr. Miltich made a motion to approve the changes to the FY 2017 UPWP. Beth Cashion seconded the motion. Upon being put to a vote, the motion was adopted unanimously.

**11. MPO Self-Certification**

Presenter:

Robert Cook

Summary:

The presentation's purpose was to obtain the board's adoption of a resolution certifying the CRTPO's planning process. The action certifies that the CRTPO complies with all laws, statutes and regulations affecting the metropolitan planning process. The certification review checklist contained in the agenda packet was reviewed. Mr. Cook stated that the checklist was reviewed at the February 22 Transportation Staff meeting, which resulted in several minor adjustments to the responses. The TCC unanimously recommended at its March meeting that the board adopt the resolution.

Motion:

Mayor Becker made a motion to approve the self-certification resolution as presented. James Mallory seconded the motion. Upon being put to a vote, the motion was approved unanimously.

**12. Congestion Mitigation & Air Quality (CMAQ) Project List**

Presenter:

Robert Cook

Summary:

Mr. Cook provided information 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 following items:

1. Formally delete the cancelled David Cox Road/NC 115 intersection improvement CMAQ project from the TIP and allow its funds to be reallocated to FY 2018 and FY 2019 CMAQ projects; and
2. Approve the FY 2018 and FY 2019 CMAQ project list.

The purpose of the CMAQ program was reviewed, along with eligible projects, project selection criteria, and the funding available for the two fiscal years. The David Cox Road/NC 115 project was recommended for deletion

from the TIP because a project to widen NC 115 from W.T. Harris Blvd to I-485 will improve the intersection, thus allowing the CMAQ funds to be reallocated to other projects. The proposed project list was reviewed. The TCC unanimously recommended at its March meeting that the board endorse the project list and delete the David Cox Road/NC 115 project from the TIP and reallocate its CMAQ funds.

Motions:

Ms. Lyles made a motion to delete the David Cox Road/NC 115 project and reallocate its CMAQ funds. Dr. Miltich seconded the motion. Upon being put to a vote, the motion was adopted unanimously.

Dr. Miltich made a motion to endorse the FY 18 and FY 19 CMAQ project list. Ms. Lyles seconded the motion. Upon being put to a vote, the motion was adopted unanimously.

**13. Draft Transportation Alternatives Program (TAP) Project List**

Presenter:

Curtis Bridges

Summary:

Mr. Bridges provided information 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 Transportation Alternatives Program (TAP) project list in advance of seeking the board's endorsement at the April meeting. It was explained that the Bicycle & Pedestrian Work Group 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 projects in Charlotte, Cornelius, and Indian Trail. The project list must be approved by the board so that the TAP funds can be programmed in the TIP.

**14. MTP/TIP/Prioritization 5.0 Schedule**

Presenter:

Neil Burke

Summary:

Mr. Burke provided information via a Power Point presentation, the contents of which are incorporated into the minutes. The presentation's purpose was to discuss the list and schedule of upcoming 2017 board actions. By August of 2017, the CRTPO will be required to, 1. Approve a list of projects proposed for STP-DA funding; 2. Adopt a 2045 MTP fiscally constrained project list; 3. Adopt the 2018-2027 TIP; 4. Approve 2040 MTP amendments and an air quality conformity determination; 5. Determine the projects that should be evaluated in the 2020-2029 TIP development process. A detailed schedule of board actions was reviewed.

**15. Public Involvement Plan Update**

Presenter:

Neil Burke

Summary:

Mr. Burke provided information 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 preparation of an update to the CRTPO's Public Involvement Plan. The update was a recommendation of the 2016 Certification Review, and 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 was created to guide the update by providing input on plan recommendations and reviewing the draft report. The draft PIP will be reviewed by the steering committee and will be circulated for TCC review prior to requesting action to open a 45-day public comment period on the draft document.

**16. CRTPO Process Recommendations**

Presenter:

Bill Coxe, TCC Vice-Chairman

Summary:

Mr. Coxe provided an overview of the development of the CRTPO Process Recommendation Report. He stated that the TCC unanimously adopted a motion to accept the recommendations contained within the report and forward it to the board for information; no action was on the report were requested by the TCC. Mr. Coxe explained that staff recommended that a process improvement analysis be conducted to improve the organization's communications and engagement strategies following the process to define a methodology to program Bonus Allocation funds. The Centralina Council of Governments led the study, conducted stakeholder interviews and developed a set of over 30 recommendations that targeted improvements to CRTPO's processes. It was then 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.

**17. Upcoming Agenda Items**

Presenter:

Robert Cook

Summary:

Mr. Cook stated that the April agenda will include requests to endorse a TAP project list, endorse MTP financial assumptions and make an air quality conformity determination for TIP project R-21 IEC (I-485/Weddington Road interchange). Mr. Cook also updated the board on the status of the staffing assessment. This was a recommendation of the 2016 Certification Review. A consulting firm has been selected and the contract is now being prepared.

**18. Adjourn**

The meeting adjourned at 7:52 PM.