

**CRTPO TECHNICAL COORDINATING COMMITTEE**  
**Summary Meeting Minutes**  
**Virtual Meeting**  
**May 7, 2020**

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**Voting Members:** *Chair* – Liz Babson (CDOT), *Vice-Chair* – Bjorn Hansen (Union County), Dan Leaver (Charlotte General Services), Aaron Tucker (Cornelius), Andrew Ventresca (Davidson), Dave Hill (Huntersville), Todd Huntsinger (Indian Trail), Richard Hoffman – alt for Matthew Todd (Iredell County), Rohit Ammanamanchi (Marvin), Dana Stoogenke (Matthews), Megan Green (Meck. Co. – LUESA Air Quality), David McDonald (CATS), Nathan Farber – alt for Steve Frey (Mint Hill), Sarah McAllister – alt for Lisa Stiwinter (Monroe), Erika Martin ( Mooresville), Brett Canipe (NCDOT – Div. 10), Anil Panicker – alt for Mark Stafford (NCDOT – Div. 12), Dominique Boyd (NCDOT-TPD), Chris Easterly (Stallings), Sherry Ashley (Statesville), George Berger (Troutman), Kevin Parker – alt for Matt Hubert (Waxhaw), Lisa Thompson (Weddington), Robyn Byers (Wesley Chapel), Will Washam (Focus Area Representative – Bicycle), Gwen Cook (Focus Area Representative – Greenway), Kate Cavazza (Focus Area Representative – Health)

**Staff:** Curtis Bridges (CRTPO), Neil Burke (CRTPO), Robert Cook (CRTPO), Jerrel Leonard (CRTPO), Judy Dellert-O’Keef (CRTPO), Catherine Mahoney (CRTPO), Jennifer Stafford (CRTPO), Loretta Barren (FHWA), Stuart Basham (NCDOT-Div.10), Steve Bridges (Statesville), Elizabeth Callis (Weddington), Hannah Cook (NCDOT), John Cook (NCDOT-Div. 12), Warren Cooksey (NCTA), Anna Gallup (CDOT), Andy Grzymiski (CDOT), Richard Hoffman (Iredell County), Charlie Menefee (CDOT), Dr. Michael Miltich (Cornelius), Alex Riemondy (CDOT), Ken Robertson (Iredell County), Wendy Taylor (NCDOT-Div.10), David Wasserman (NCDOT)

**Guests:** Hisham Abdelaziz (CDM Smith), Rich Denbow (Cambridge Systematics), Andrew Hickling (Kimley-Horn), Nick Landa (RS&H), Todd McAulliffe (AECOM), Trent Moody (STV), Erin Musiol (RS&H), Bill Thunberg (LNTC)

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Liz Babson opened the virtual meeting at 10:00 a.m. Catherine Mahoney reviewed the virtual meeting guidelines and conducted a roll call to document attendance.

**2. Adoption of the Agenda**

Ms. Babson stated there was a revision to the 2020-2029 Transportation Improvement Program (TIP) Amendment item on the consent agenda. Ms. Mahoney explained Stallings Road Widening (U-4913) required a conformity determination before it could be acted upon and therefore, was removed from the amendment. Also, the construction phase for I-77 and Hambright Road Park and Ride Lot (TA-6724) was inadvertently left off the memo. Ms. Babson asked if additional changes to the agenda were necessary. Hearing none, the amended May agenda was adopted by acclamation.

**3. Consideration of Consent Agenda**

Ms. Babson stated that the consent agenda for the May meeting contained the following items:

- Approval of the March 5, 2020 TCC Minutes
- 2020-2029 TIP Amendments for 61 projects.

Motion: George Berger made a motion to approve the consent agenda. David McDonald seconded the motion. The motion passed unanimously.

## **TCC BUSINESS ITEMS**

### **4.1. TCC Bylaws Amendment**

Presenter: Catherine Mahoney

Summary:

Ms. Mahoney began her presentation by stating the requested action is to approve amendments to the TCC bylaws to modify quorum requirements to allow remote participation in the event a CRTPO planning area county or statewide State of Emergency is declared affecting the ability of TCC members to physically attend the meeting.

Ms. Mahoney stated the proposed amendment revised Section 3 and Section 4 of the bylaws. Within Section 3(Quorums), text was added stating the Chairperson may suspend the requirement for physical attendance to constitute a quorum when a CRTPO planning area county or statewide State of Emergency has been declared. Ms. Mahoney stated text describing the acceptable forms of remote participation, a provision requiring a call-in telephone number, and clarification that all other qualifications within the section must be met was also added to Section 3.

Ms. Mahoney explained the proposed amendment added similar text to Section 4 as was described for Section 3. However, additional text describing requirements for remote participation by residents was also included in Section 4 (Attendance).

Ms. Mahoney concluded her presentation stating the objective of the proposed amendment is to allow the organization to conduct business virtually as needed during a State of Emergency in the future. She restated the requested action and asked for questions.

Motion:

Mr. McDonald made a motion to approve amendments to the TCC bylaws to modify quorum requirements to allow remote participation in the event a CRTPO planning area county or statewide State of Emergency is declared affecting the ability of TCC members to physically attend the meeting. Sherry Ashley seconded the motion. The motion passed unanimously.

### **4.2 East-West Connector Conformity Analysis and MTP/TIP Amendments**

Presenter: Neil Burke

Summary:

Mr. Burke began his presentation by stating the requested action is to recommend that the CRTPO Board approve an air quality conformity determination and amendments to the 2045 MTP and the 2020-2029 TIP for the East-West Connector project (U-6239) in Mooresville.

Mr. Burke stated the Town of Mooresville was awarded a \$13.6 million federal BUILD grant to construct the East-West Connector from Langtree Road to NC 115 in November 2019. The North Carolina Board of Transportation (BOT) approved 2018-2027 and 2020-2029 STIP amendments during its meeting on February 6 to program the funding for right-of-way and construction of East-West Connector project to the FY 2021 program year.

Mr. Burke stated the 2045 Metropolitan Transportation Plan (MTP) amendment will move the East-West Connector project from the 2035 horizon year to the 2025 horizon year as a result of the project schedule funding of FY 2021 in the STIP. He also stated the 2020-2029 TIP amendment will move program funding for the East-West Connector project in FY 2021.

Mr. Burke explained the project was classified as “not regionally significant” but “not exempt” from air quality conformity analysis in the 2045 MTP. Therefore, a “short form” conformity determination was completed and ensures the Metrolina State Implementation Plan (SIP) budget has an adequate emissions budget to incorporate the East-West Connector project within the 2025 horizon year of the 2045 MTP.

Mr. Burke stated a 30-day public comment period began March 19 and concluded April 19. He explained public engagement efforts included media releases, website updates, and social media announcements. No public comments were received. Mr. Burke restated the requested action and asked for questions.

Motion:

Erika Martin made a motion to recommend that the CRTPO Board approve an air quality conformity determination and amendments to the 2045 MTP and the 2020-2029 TIP for the East-West Connector project. Mr. Berger seconded the motion. The motion passed unanimously.

## **INFORMATION REPORTS**

### **5.1 Performance-Based Planning Integration**

Presenter: Robert Cook, Nick Landa (RS&H), Erin Musiol (RS&H)

Summary:

Mr. Cook, Mr. Landa, and Ms. Musiol 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 by providing an overview of the presentation and defined Performance-Based Planning and Programming (PBPP). He explained CRTPO is federally mandated to integrate PBPP into its planning processes and programs such as the MTP and TIP. However, the federal requirements provide flexibility as to how each MPO integrates PBPP into their planning activities. Mr. Cook provided several examples of how the organization has begun to integrate PBPP into planning efforts such as the establishment of local performance measures and targets as well as the development of several reports including the [2020 Supplemental Performance Management Report](#) which includes all the information that will be covered in today’s presentation.

Ms. Musiol provided an overview of the various resources available to help agencies meet federal PBPP requirements. She stated CRTPO identified the appropriate contacts at partner agencies including FHWA, FTA, NCDOT, and CATS and initiated conversations about PBPP integration. CRTPO also surveyed peer MPOs about their efforts to integrate PBPP into their plans and programs. The peer survey revealed 20 different planning activities that CRTPO can consider for integrating PBPP into its plans and programs.

Ms. Musiol explained the 20 activities identified in the peer survey were evaluated based on four criteria: data availability, time needed to complete the activity, feasibility of the activity, and value added to the metropolitan planning process. The activities were then categorized into a framework:

Implement Now, Short-term Consideration, Future Consideration. Ms. Musiol stated the activities categorized as Short-term Consideration will be further evaluated in next steps and reclassified either as Implement Now or Future Consideration.

Mr. Landa displayed the Implement Now integration activities and highlighted the activities which would require action from the TCC and CRTPO Board. He explained the 'Integrate Performance Measures with Goals and Objectives' activity will be evaluated during the 2050 MTP update, at which time the 2050 MTP Advisory Committee will discuss whether to incorporate PBPP into the plan's goals and objectives. Similarly, the Project Oversight Committee will evaluate the 'Explore Opportunities to Integrate PBPP into Discretionary/Local Project Evaluation' activity and discuss whether to incorporate PBPP into the discretionary project evaluation.

Mr. Landa stated that the Short-term Consideration activities would require action from the TCC and CRTPO Board. He explained the 'Incorporate PBPP into Project Prioritization' activity could be evaluated in the 2050 MTP update and potentially added to the project prioritization ranking criteria. Mr. Landa stated the Future Consideration activities do not require action from the TCC and CRTPO Board because they are not being pursued at this time.

Mr. Cook described upcoming activities related to PBPP integration efforts. CRTPO will be required to take action on NCDOT's 2021 Safety Targets and CMAQ Performance Plan which are expected to be released in August. CRTPO is also working with transit agencies to identify initial transit safety targets.

Bjorn Hansen requested additional details about potential metrics or activities which may be incorporated into project prioritization. Mr. Cook replied that potential metrics will be evaluated by the MTP advisory committee. He offered an example by explaining the safety metric in the MTP project prioritization could be weighted to give the criteria additional weight within the scoring process.

## **5.2 2020 Discretionary Projects Program Funding Recommendation**

Presenter: Bjorn Hansen

### Summary:

Mr. Hansen began his presentation stating the Project Oversight Committee (POC) has several recommendations for the 2020 discretionary project program:

- Amount of discretionary funding available for the spring and fall project calls;
- Methodology to prioritize project submittals determined to benefit the I-485 Express Lanes project corridor for consideration of BA funds;
- Development of shortfall matrix to determine whether a shortfall request should be scored.

Mr. Hansen explained CRTPO receives \$18.2 million STBG-DA and \$1.4 million TAP-DA in annual funding. The CRTPO Board approved \$103 million discretionary funds through FFY 2025 in the 2020-2029 TIP during the 2019 project calls, leaving a total of \$11 million funds available for programming through FFY 2025. The POC does not recommend allocating funds beyond FFY 2025 to build up a fund balance. The POC recommends allocating up to 50% of the available funds, a maximum of \$5.5 million, during the spring project shortfall call. Any un-allocated funding in the spring will be made available during the fall project call. Furthermore, the POC recommends allocating at least 50% of the available funds, a minimum of \$5.5 million, during the fall 2020 project call in addition to the \$26.7 million Bonus Allocation (BA) funds from the I-485 Express Lanes (I-5507) project.

Mr. Hansen stated projects requesting the BA funding that has been approved for CRTPO must meet the following stipulations within the Strategic Transportation Improvement (STI) legislation:

- Must be a roadway project;
- Must be located within Mecklenburg County;
- Funds must be authorized by June 30, 2024.

The POC recommends utilizing a tier of corridor buffers to prioritize project submittals adjacent to the I-485 Express Lanes project, similar to the methodology utilized in prioritizing BA funds from the I-77 Express Lanes project in 2015. Projects within a 1-mile buffer are given priority. Projects within a 2-mile and 3-mile buffer are given second and third priority. Any remaining BA funds may be allocated throughout Mecklenburg County.

Mr. Hansen explained the POC has developed a preliminary criterion for considering shortfall requests for existing discretionary projects. The goal of the criteria is to ensure that the CRTPO is allocating its discretionary funds responsibly to projects that have already received at least one allocation of discretionary funds. Mr. Hansen explained the following four criteria within the POC's preliminary recommendation for discussion:

- Percent increase in CRTPO request over the project's original budget;
- Highest phase complete of project;
- Percent of local funds committed and;
- Number of previous shortfall awards received.

He stated project submittals would be assigned a numerical value (1-11) based on the criteria and submittals ranked 9 or higher would not be eligible to compete for shortfall funds within that particular discretionary funding round. He encouraged TCC members to provide feedback to the POC regarding the feasibility of amending the discretionary policy to include the criteria matrix to evaluate existing project shortfall requests.

Mr. Hansen concluded his presentation stating today's recommendations are for information purposes and will be brought before the TCC and Board in June for action.

CRTPO Board Chairman Miltich requested the shortfall matrix be distributed to Board members. Mr. Hansen stated the matrix would be included in the presentation to the Board on May 20.

Sherry Ashley asked for clarification about the fourth criterion, number of previous shortfalls received. Mr. Hansen state the numerical value is based on the number of awards received by a project. It is not based on the number of times a jurisdiction has requested funds either for this or any other project.

Dana Stoogenke expressed concern with creating a new evaluation process for discretionary projects. She encouraged the POC to explore opportunities to integrate the shortfall criteria into the existing project application process.

### **5.3 Town of Davidson CTP Amendments**

Presenter: Andrew Ventresca, Town of Davidson

Summary:

Mr. Ventresca 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. Ventresca began his presentation stating in August 2019, the Town of Davidson adopted the *Davidson Mobility Plan* which identifies projects, policies, and programs to manage congestion and improve multimodal travel within and through town. The Town is proposing several CTP amendments to incorporate prioritized connections identified through the Davidson Mobility planning process.

Mr. Ventresca displayed maps and details about the proposed improvements for the following amendments:

<b>Project Type</b>	<b>Project Name</b>	<b>Project Extents</b>
New Roadway	Davidson-Concord Road Extension	Concord Road to Presbyterian Road
Intersection Improvement	N. Main Street, Beaty Street, Ridge Road Intersection	
Intersection Improvement	Concord Road, Grey Road, Pine Road Intersection	
Multi-Use Path	West Branch Rocky River Greenway Extension	Abersham/Fisher Farm section to Narrow Passage Subdivision
Multi-Use Path	West Branch Rocky River Greenway Extension	Nature Preserve section to Summers Walk Subdivision
Multi-Use Path	West Branch Rocky River Greenway Extension	Greenway terminus to Cabarrus County Line
Multi-Use Path	Griffith Street	Davidson Gateway to Roosevelt Wilson Park
Multi-Use Path	Main Street	South Street to Glasgow Street
Multi-Use Path	Concord Road	West into the Town Core
Multi-Use Path	Vernon Drive to Walnut Street	
Multi-Use Path	Sam Furr/Mayes Road	Davidson-Concord Road to Barnhardt Road
Multi-Use Path	S. Thompson Street	Avinger Lane to Pine Road
On-Road Bicycle Improvement	Grey Road	Concord Road to Shearer Road
On-Road Bicycle Improvement	Shearer Road	Dembridge Drive to Iredell County
On-Road Bicycle Improvement	E. Rocky River Road	Davidson-Concord Road to Cabarrus County
On-Road Bicycle Improvement	Davidson-Concord Road	Multi-Use Path terminus to Sam Furr Road

Mr. Ventresca concluded his presentation stating the TCC and Board will be requested to take action in June on the proposed amendments.

#### **5.4 NCDOT Financial Status Update**

Presenter: Brett Canipe (NCDOT – Div. 10), David Wasserman (NCDOT Div. of Planning and Programming)

Summary:

Mr. Canipe and Mr. Wasserman 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. Canipe began the presentation stating CRTPO Staff requested NCDOT provide an update about the impacts of COVID-19 on the department's revenues and potential impacts on project schedules. Mr. Canipe stated NCDOT was operating on a thin cash balance before COVID -19 due to the last three years of storm response and recovery expenses as well as legal settlements related to the Map Act. He explained that due to the preexisting cash balance the department has prioritized critical maintenance and is deferring regular maintenance on facility repairs and services such as roadside mowing. Mr. Canipe stated due to the impacts of COVID-19 the department is not able to move forward with locally administered projects and municipalities should reach out to Divisions Engineers if they have questions about specific projects.

Mr. Wasserman explained NCDOT's revenues are generated by DMV fees, gas taxes, and the highway use taxes which means the department is 100% receipt supported. The recent reduction in travel volumes due to COVID-19 have devastated the department's revenues and the department is projecting a loss of \$300 million by end of fiscal year 2020. Mr. Wasserman stated the department hit the cash floor this week and may not enter into new contracts or agreements.

Mr. Wasserman displayed graphs illustrating the dramatic changes in traffic volumes which are down approximately 40 – 50% since mid-March. He provided an overview of NCDOT expenditures, stating approximately 75% of all revenues are expended outside the department. Mr. Wasserman compared current traffic volumes and revenues to those seen during the Great Recession and stated there was a five-year recovery time to reach pre-recession revenues. He restated the Highway Fund and Highway Trust Fund revenues are projected to lose \$300 million by end of FY 2020 and \$370 million by end of FY 2021. The STIP revenues are projected to lose \$650 million over five years.

Mr. Wasserman provided an overview of the department's current actions, stating the department is not suspending work on 620 active projects to avoid potential penalties. The department, however, can't enter into new contracts or purchase additional right-of-way because the cash balance is below the floor. Therefore, NCDOT will delay contract advertisements and lettings over the next 12 months. He stated that any projects that do move forward are funded by federal grants or the 2019 bonds. Mr. Wasserman concluded with a summary of personnel changes and listed suspended programs and services.

Gwen Cook asked what constituted a commitment on behalf of NCDOT that would allow a project to move forward. Mr. Canipe stated NCDOT concurrence is required for each phase of a locally administered project, and if a project hasn't received concurrence for a particular phase such as construction the department won't be able to move forward at this time.

Ms. Ashley asked if project deadlines for locally administered projects will be extended as a result of NCDOT's delays. Mr. Wasserman stated the Agreements Section of NCDOT will work with local municipalities if there are issues.

Ms. Martin inquired about the length of time that the funding for right-of-way acquisition will be suspended. Mr. Wasserman replied the answer is unknown at this time, but NCDOT has traditionally carried its lowest cash balance during summer months so funding for right-of-way acquisition will likely not be available before the end of the 2020 calendar year unless there is an infusion of additional cash revenue.

Ms. Babson asked if suspension of reimbursements for traffic signs and signals applied to existing municipal agreements? Mr. Canipe stated that a reimbursement schedule for executed municipal agreements has not yet been determined; however, municipalities will likely be reimbursed as funds become available.

Bill Thunberg asked if the \$400 million bond revenues is included in the financial projections. Mr. Wasserman stated the department is working to move forward on projects funded by the 2020 bond sales but needs concurrence from the Treasury Office. Mr. Thunberg asked if concurrence is given, will each Division develop a list of prioritized projects. Mr. Wasserman responded that the Divisions have provided input on which projects would be included on the 2020 bond sale.

## **OTHER REPORTS**

### **5.1. NCDOT Report**

No reports were provided from Divisions 10 or 12 the Transportation Planning Division, or the North Carolina Turnpike Authority.

### **5.2. Project Oversight Committee**

Jennifer Stafford stated the spring call for shortfall projects opened March 27 and closed May 1. The POC will review the four applications received, totaling approximately \$3 million in requested funds, at the two meetings scheduled in May. The POC will provide an information report on the recommended shortfall list in June and request action in July for the TCC to recommend the list of shortfall lists for approval by the Board.

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

Mr. Bridges stated that applications for the NCDOT bicycle and pedestrian grant program are due by June 30. Applications must include a resolution of endorsement from an MPO/RPO and will need to be included on the June 4 TCC agenda to meet NCDOT's deadline. He stated the Bike and Pedestrian Work Group will meet this afternoon.

### **5.3. Upcoming Issues**

Mr. Leonard provided several transit updates. He stated coordination with regional transit providers is underway. The CRTPO has retained Mary Kaczmarek with Skillful Means Marketing to serve as a facilitator between the transit agencies, CRTPO staff, TCC and Board members. Ms. Kaczmarek is interviewing the transit agencies to discuss their knowledge of and concerns with the current federal funding formula. CRTPO is developing an educational session on federal transit funding as well as developing transit performance targets. Additional information is expected to be shared with the TCC and Board in July.

Ms. Mahoney provided several announcements:

- The NCAMPO Conference has been postponed until April 21-23, 2021 in Greenville, NC.
- The contract with RS&H to provide consulting services for the 2050 MTP Update is on the May 26 City of Charlotte Council Agenda for approval. Assuming the contract is approved, the planning process is expected to kick off in July 2020.
- The upcoming May 20 Board Meeting as well as the June TCC & Board meetings will be held virtually.

**ADJOURN:** Ms. Babson determined that the agenda had been adequately completed and adjourned the meeting at 11:30 a.m.