

CRTPO TECHNICAL COORDINATING COMMITTEE
Summary Meeting Minutes
Virtual Meeting
July 2, 2020

Voting Members: *Chair* – Liz Babson (CDOT), *Vice-Chair* – Bjorn Hansen (Union County), Dan Leaver (Charlotte General Services), Taiwo Jaiyeoba (Charlotte Planning, Design & Development), Aaron Tucker (Cornelius), Andrew Ventresca (Davidson), Dave Hill (Huntersville), Franklin Deese (Marshville), Rohit Ammanamanchi (Marvin), Dana Stoogenke (Matthews), Megan Green (Meck. Co. – LUESA Air Quality), David McDonald (CATS), Erika Martin (Mooresville), Stuart Basham – alt for Brett Canipe (NCDOT – Div. 10), Anil Panicker (NCDOT – Div. 12), Dominique Boyd (NCDOT-TPD), Travis Morgan (Pineville), Chris Easterly (Stallings), Steve Bridges (Statesville), George Berger (Troutman), Orion Holtey – alt for Matt Hubert (Waxhaw), Lisa Thompson (Weddington), Will Washam (Focus Area Representative – Bicycle), Gwen Cook (Focus Area Representative – Greenway)

Staff: Curtis Bridges (CRTPO), Neil Burke (CRTPO), Robert Cook (CRTPO), Jerrel Leonard (CRTPO), Judy Dellert-O’Keef (CRTPO), Catherine Mahoney (CRTPO), Agustin Rodriguez (CRTPO), Jennifer Stafford (CRTPO), Theo Thomson (CRTPO), Loretta Barren (FHWA), Brett Canipe (NCDOT), Warren Cooksey (NCTA), Anna Gallup (CDOT), Andy Grzynski (CDOT), Alysia Osbourne (Charlotte Planning, Design & Development), CJ O’Neil (Matthews), Ron Shoultz (ICATS), Wendy Taylor (NCDOT-Div.10)

Guests: Andrew Babb (Pond + Co.), Scott Cole (RS&H), Brady Finklea (Kimley-Horn), Rob Hanson (SEPI), Jennifer Harris (HNTB/NCTA), Tobe Holmes (University City Partners), Nick Landa (RS&H), Todd McAulliffe (AECOM), Trent Moody (STV), Frank Masterson (Kimley-Horn), Dr. Michael Miltich (Cornelius), Michelle Nance (CCOG), Michelle Podeszwa (HDR), Radha Swayampakala (RS&H), Bill Thunberg (LNTC), Kevin Walsh (HDR), Patrick Waterman (LaBella Assoc.), Matt Werder (HDR)

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. Ms. Mahoney determined that a quorum was achieved.

2. Adoption of the Agenda

Ms. Babson asked if changes to the agenda were necessary. Hearing none, she asked for a motion to approve today’s agenda.

Motion: Gwen Cook made a motion to approve today’s agenda. Dan Leaver seconded the motion. A roll call vote was conducted, and the motion passed unanimously.

3. Consideration of Consent Agenda

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

- Approval of the June 4, 2020 TCC Minutes
- Recommend that the Board approve the 2020-2029 TIP Amendments for 74 projects
- Recommend that the Board approve the 2020-2029 TIP Amendment to program \$4.5 million in Consolidated Rail Infrastructure and Safety Improvements (CRISI) funds for the Mazeppa Road & NC 115/Norfolk Southern O Rail Line Grade Separation project in Mooresville.

Andrew Ventresca stated that the funding source for U-5907 was inaccurate. He stated NCDOT is aware of the error and will amend the STIP to reflect the correct source of funding.

Motion: Bjorn Hansen made a motion to approve the consent agenda. Dana Stoogenke seconded the motion. A roll call vote was conducted, and the motion passed unanimously.

TCC BUSINESS ITEMS

4.1 FY 2021 Unified Planning Work Program Amendments

Presenter: Robert Cook

Summary:

Mr. Cook began his presentation stating the requested action is to recommend to the CRTPO Board that it approve the following actions:

- a. Delete the \$121,000 in Planning (PL) funds for the Town of Davidson's West Branch Greenway from the FY 2021 UPWP and program \$121,000 in STBG-DA funding for Preliminary Engineering in fiscal year 2021 of the 2020-2029 TIP.
- b. Add \$500,000 of Federal Transit Administration (FTA) Section 5303 funds to the UPWP to support the CONNECT Beyond initiative.

Mr. Cook stated the Town of Davidson's West Branch Greenway project was submitted in the 2019 Fall Call for Discretionary Funding for planning work and approved by the Board. Since being approved, however, the town has requested that the funds be used for preliminary engineering instead of planning. The Project Oversight Committee unanimously recommended the exchange of funds and the town is not requesting additional funds for this project. He explained that once CRTPO approves the funding exchange, NCDOT will need to de-obligate the funding from the FY 2021 UPWP and amend its STIP to add preliminary engineering funds for this project.

Mr. Cook stated the CONNECT Beyond initiative is a twelve-county regional transit planning effort that will result in a single, coordinated transit vision for the study area. NCDOT is supporting the project with \$500,000 of statewide FTA Section 5303 funds and asked the CRTPO be the funds' local recipient. Since the UPWP must include all federal funds, the FY 2021 UPWP must be amended to receive the 5303 funds. Mr. Cook restated the requested action and asked for questions.

Motion:

David McDonald made a motion to recommend that the CRTPO Board approve the amendments to the FY 2021 UPWP as listed in the agenda. George Berger seconded the motion. A roll call vote was conducted, and the motion passed unanimously.

4.2 Supplemental Discretionary Funding Recommendation

Presenter: Bjorn Hansen

Summary:

Mr. Hansen began his presentation stating the requested action is to recommend that the CRTPO Board approve \$2,960,827 of the CRTPO's unobligated future year STBG-DA funding to four existing discretionary projects that have experienced shortfalls and amend the 2020-2029 TIP to allocate the funding to the existing discretionary projects.

Mr. Hansen displayed the following list of projects and requested funds. He stated all requests include contingencies required by the CRTPO Discretionary Projects Policy.

Existing CRTPO Discretionary Project	Jurisdiction & Project Limits	Requested STBG-DA funds
C-5534 – McKee and Providence Rd Int. Imps.	City of Charlotte – Ballantyne Commons Pkwy/McKee Road and Providence Road	\$640,100
U-6248 - NC 75 and Old Providence Rd Int. Imps.	Town of Waxhaw - NC 75 and Old Providence Road	\$1,350,400
EB-5930 - Downtown Sidewalk Improvements	Town of Troutman: Sidewalk improvements Rumble St (Main St-Thomas St); Wagner St (Main St-West Av); Talley St (Main St-West Av)	\$495,287
EB-5932 - Richardson Greenway South	Town of Troutman – South Main Street from Troutman Elementary School to Jacobs Woods Subdivision.	\$475,040
Total		\$2,960,827

Mr. Hansen repeated the requested action and asked for questions.

Motion:

Erika Martin made a motion to recommend that the CRTPO Board approve \$2,960,827 of the CRTPO’s unobligated future year STBG-DA funding to four existing discretionary projects that have experienced shortfalls and amend the 2020-2029 TIP to allocate the funding to the existing discretionary projects. Mr. McDonald seconded the motion. A roll call vote was conducted, and the motion passed unanimously.

4.3 Archdale-Shopton Connector CTP Alignment Amendment

Presenter: Andy Grzyski

Summary:

Mr. Grzyski began his presentation stating the requested action is to recommend that the CRTPO Board open a public comment period to receive input on a recommended amendment of the future Archdale-Shopton Connector alignment in the CRTPO’s CTP.

Mr. Grzyski displayed two maps highlighting the location of the existing Archdale-Shopton Connector Alignment, from Nations Ford Road to Shopton Road, and the extents of the proposed amendment. He explained a developer will construct a portion of the alignment through their development site but requested the alignment amendment due to steep topography on the site. Mr. Grzyski stated CDOT supports the request because it meets the intent of the original connection, minimizes environmental impacts, and provides additional opportunities for future access to adjacent properties.

Mr. Grzyski stated that if approved, the developer and CDOT will conduct a public comment period from July 17 to August 17. He stated engagement efforts will include: letters to property owners within 500 feet of the existing corridor, media releases, social media posts, and public comment opportunities at future Board meetings. Mr. Grzyski restated the requested action and opened the floor for questions.

Motion:

Mr. Berger made a motion to recommend that the CRTPO Board open a public comment period to receive input on a recommended amendment of the future Archdale-Shopton Connector alignment in the CRTPO's CTP. Mr. McDonald seconded the motion. A roll call vote was conducted, and the motion passed unanimously.

INFORMATION REPORTS

5.1 Charlotte Moves Task Force Update

Presenter: Taiwo Jaiyeoba, City of Charlotte

Summary:

Mr. Jaiyeoba began his presentation by explaining that the Charlotte Moves Task Force was formed by Mayor Lyles in December 2019 to address issues around mobility and transportation in Charlotte. Throughout the first quarter of 2020, City Council formalized the task force, and the committee was appointed with 25 key community members with a wide variety of backgrounds. Former Mayor Harvey Gantt will chair the task force.

Mr. Jaiyeoba stated the primary goals of the task force are to review existing plans to assess mobility needs, determine funding needs, and to recommend mobility network improvements to city council. He stated the task force will provide input throughout the development of the Comprehensive Mobility Plan which is intended to provide recommendations for higher-quality travel options, exceptional travel experiences, and fulfill other community goals such as access to affordable housing and jobs. He explained the Comprehensive Mobility Plan reflects many of the 2045 Metropolitan Transportation Plan (MTP) goals and will play a role in helping to realize those goals.

Mr. Jaiyeoba concluded his presentation by providing a summary of the agenda for the upcoming July meeting as well as the task force's activities throughout the remainder of 2020. He emphasized that public comments may be shared at charlottemoves@charlottenc.gov and all presentations are available at https://charlottenc.gov/Mayor/Charlotte_Moves_Task_Force.

5.2 2020 Federal Certification Review

Presenter: Loretta Barren, FHWA

Summary:

Ms. Barren 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. Barren began her presentation providing an overview of the Federal requirements for the Certification Review process. She stated the FHWA and FTA jointly review and evaluate the transportation planning process for each Transportation Management Area (TMA) every four years to determine if the process meets the requirements of federal law.

Ms. Barren explained the Certification Review process includes a review of various plans and processes such as the MTP, TIP, Public Participation Plan (PPP), and UPWP. She stated the review process also includes an opportunity for the public and board members to provide comments about the transportation planning process.

Ms. Barren presented the outcomes of the Certification Review process which include two commendations, five recommendations and zero corrective actions. The commendations recognized

NCDOT's lead on setting CMAQ performance targets and coordination among regional partners to advance the Regional Transit Study. The recommendations include:

- CRTPO to conduct a qualitative and quantitative analyses to identify potential transportation impacts to Environmental Justice (EJ) populations with the update of the 2050 MTP;
- CRTPO to work with transit providers in the planning area to ensure they're represented on the Board;
- CRTPO to coordinate with transit providers regarding transit funding programs and policies.
- NCDOT to update its planning agreements with the MPO;
- NCDOT to attend quarterly NCAMPO meetings to provide updates on performance measures and transportation planning.

5.3 Discretionary Policy Guide Amendments

Presenter: Jennifer Stafford

Summary:

Ms. Stafford 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. Stafford stated the Discretionary Funds Policy Guide was adopted by the Board in February 2019 and is used to prioritize and program all projects programmed with CRTPO discretionary funds within the planning area. She explained the five proposed amendments reflect lessons learned since the policy was adopted last year and will offer more clarification moving forward.

She stated the first amendment adds a clause about the intent of Bonus Allocation (BA) funding within the Strategic Transportation Investment (STI) legislation. The intent of the BA funding is to offer an incentive to MPOs and their member jurisdictions to consider tolling fund the construction of eligible highway projects.

Ms. Stafford stated the second amendment includes a provision to exempt the policy's local match for Bonus Allocation (BA) funds. However, if the project using BA funds does not have funding authorization prior to the five-year deadline, the project will either be canceled or new discretionary funds may be applied requiring a minimum 20% match.

She stated the third amendment adds an additional criterion to the list of priorities for awarding CRTPO's discretionary funds. The new criterion states BA funding may be applied to projects which comply with STI law and allocated to highway projects within the county(ies) that the toll project is located.

Ms. Stafford explained the fourth amendment clarifies contingencies that should be applied to project cost estimates during the project submittal process. She stated the existing policy defines three project phases and lists the required contingencies per phase. The proposed amendment clarifies the three project phases by defining a percentage of completion. Ms. Stafford stated the planning project phase shall only be used when a project is expected to be constructed. The proposed amendment exempts planning studies from the contingency requirement within the cost estimate.

She stated the fifth amendment provides a definition for shortfall projects and criteria for evaluating the validity of shortfall requests. She explained the new criteria was presented to the TCC and Board for Information in June and was used to evaluate the 2019 and 2020 shortfall applications.

Ms. Stafford concluded her presentation stating that the TCC will be requested to make a recommendation for the Board to approve the proposed amendments during the August 19 meeting. The amendments to the policy will be in effect for the start of the fall 2020 call for discretionary projects that will begin on August 17.

5.4 Transit Education Initiative Task Force

Presenter: Jerrel Leonard

Summary:

Mr. Leonard 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. Leonard began his presentation stating the CRTPO Board Chairman announced the formation of the Transit Education Initiative Task Force at the June Board meeting. The goals of this task force are to develop a shared understanding of federal funding for public transit amongst the four transit agencies within CRTPO and develop a potential recommendation to update the CRTPO's Section 5307 funds allocation formula.

Mr. Leonard displayed a slide identifying the task force membership and provided an overview of the first task force meeting that was held on June 30. He explained that that the task force identified the following four main tasks that should be undertaken:

- Receive presentations from each transit agency about their operations, trip data reporting and analysis procedures.
- Understand the rules and regulations regarding federal transit funding. This will help the task force understand transit funding sub-allocation options.
- Hear the transit metrics of each organization, what is reported and what it means and an overview of CRTPO's Transit Planner role.
- Receive a comparison of funding options and understand the history of the current 5307 and 5340 sub-allocation formulas.

Mr. Leonard concluded the presentation providing an overview of next steps for the task force. The group will determine a meeting schedule, develop agendas and detailed information as needed, and potentially develop a recommendation for updating the federal transit funding analysis formula.

5.5 CRTPO Comprehensive Transportation Plan Report

Presenter: Curtis Bridges

Summary:

Mr. Bridges began his presentation by stating that NCDOT had adopted an update to its Complete Streets Policy in 2019 with provisions to ensure that multi-modal facilities are incorporated into project development processes. The updated policy requires the multimodal recommendations from jurisdiction plans be adopted within each MPO's adopted CTP in order to qualify for state funding for multimodal betterments on transportation projects. Mr. Bridges explained that staff developed a Draft CTP Report which includes local plan references and other common CTP elements to meet NCDOT's Complete Street Policy requirements. He added that additional amendments to the CTP maps may be necessary to reflect locally recommended facility types. Mr. Bridges then provided an overview of the CTP report. The document contains six chapters and six appendices. He concluded his presentation by

stating that the TCC will be requested to make a recommendation to the Board to adopt the CTP report during the August 6 meeting. Following Board adoption, the NC Board of Transportation is scheduled adopt the document in the fall of 2020.

OTHER REPORTS

6.1. NCDOT Report

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

6.2. Project Oversight Committee

No report was provided from the Project Oversight Committee.

6.3. Bicycle and Pedestrian Work Group Report

Mr. Bridges stated the Bicycle and Pedestrian Work Group will meet virtually today at 1:30 p.m.

6.4. Charlotte Regional Alliance for Transportation

Mr. Cook stated the CRAFT Technical Committee met in May to discuss how the four MPOs in the region might coordinate MTP plan development. The three NC MPOs are on the same schedule but Rock Hill-Fort Mill Area Transportation Study (RFATS) in SC is approximately six months ahead in their MTP development. The Technical Committee continues to discuss various MTP coordination efforts including socioeconomic data, Community Viz, Intelligent Transportation Systems, CONNECT Beyond, and Performance Based Planning goals and objectives. However, each MPO has different goals and needs. Therefore, coordination efforts will vary from topic to topic as well as between various MPOs. The next meeting, scheduled July 28, will focus on the goals and objectives of each MTP as well as the financial plans.

Mr. Cook also provided an update about the CRTPO's Transportation Conformity Memorandum of Agreement (MOA) which outlines roles and responsibilities for all parties involved in the conformity process and well as interagency consultation processes and procedures. He stated the NC Department of Environmental Quality is requiring some updates within the MOA so the TCC and Board will be requested to take action in the next few months regarding the required updates to the MOA.

6.5 Upcoming Issues

Ms. Mahoney provided several announcements:

- The Charlotte City Council approved the contract with RS&H to assist with the 2050 MTP. The planning process is expected to kick off in July.
- Sean Langley with the CPD&D Community Planning Division is in the process of contacting each jurisdiction to identify Environmental Justice (EJ) contacts for the 2050 MTP planning process. Mr. Langley will be reaching out again to those jurisdictions who he has not heard from in order to collect EJ contacts.
- The Association of Metropolitan Planning Organizations (AMPO) will host an Environmental Justice Virtual Peer Exchange on July 10. Details will be shared after the meeting via email.

ADJOURN: Ms. Babson determined that the agenda had been adequately completed and adjourned the meeting at 11:17 a.m.