

**CRTPO TECHNICAL COORDINATING COMMITTEE**  
**Summary Meeting Minutes**  
**September 7, 2023**

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**Voting Members:**

*Chair* – Liz Babson (CDOT), *Vice-Chair* – Andrew Ventresca (Troutman), Dan Leaver (Charlotte General Services), Candice Rorie – alt for Alyson Craig (Charlotte PD&D), Aaron Tucker (Cornelius), Andrew Golden (Davidson), Heather Maloney (Huntersville), Todd Huntsinger (Indian Trail), Dana Stoogenke (Matthews), Megan Green (Meck. Co. – LUESA Air Quality), David McDonald (Metropolitan Transit Commission), Steve Frey (Mint Hill), Lisa Stiwinter (Monroe), Will Washam – alt for Erika Martin ( Mooresville), Sean Epperson (NCDOT – Div. 10), Anil Panicker – alt for Mark Stafford (NCDOT – Div. 12), Alex Rotenberry (NCDOT-IMD), Andy Bailey (NCDOT-TPD), Travis Morgan (Pineville), Justin Russell (Stallings), Sherry Ashley (Statesville), Bjorn Hansen (Union County), James Kelly – alt for Lisa Thompson (Waxhaw), Vagn Hansen (Wesley Chapel), Marlee Henninge – alt for Alex Riemondy (Focus Area Representative – Bicycle), Joyce Figueroa – alt for Gwen Cook (Focus Area Representative – Greenway), Irene Ivie (Focus Area Representative – Health)

**Staff:**

Curtis Bridges (CRTPO), Neil Burke (CRTPO), Robert Cook (CRTPO), Brian Elgort (CRTPO), Judy Dellert (CRTPO), Travis Johnson (CRTPO), Jerrel Leonard (CRTPO), Theo Thomson (CRTPO), Xavier Bauguess (Statesville), Richard Buchanan (MTS), Justin Carroll (CDOT), Herman Caulder (Statesville), Warren Cooksey (NCTA), Laura Gardner (Union County), Theo Ghitea (NCDOT), Andy Grzymiski (CDOT), Amelia Helms (NCDOT), Chad Howell (CATS), Scott Miller (NCDOT – Div. 10), Felix Obregon (NCDOT), Johanna Quinn (CDOT), Theresa Torres (Union County Transportation), Jason Wager (Centralina Regional Council)

**Guests:**

Erin Musiol (RS&H), Matt Werder (HDR)

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Liz Babson opened the meeting at 10:00 a.m. Mr. Johnson 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:

Anil Panicker made a motion to approve today's agenda. David McDonald seconded the motion. The motion passed unanimously.

**3. Consideration of Consent Agenda**

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

- Approval of August 4, 2022 TCC Minutes
- 2024-2033 TIP Amendments
- FY 2024 UPWP Amendment
- Union County Transportation FTA 5307 TIP Amendment

Motion:

Mr. McDonald made a motion to approve the consent agenda. Mr. Panicker seconded the motion. The motion passed unanimously.

## **TCC BUSINESS ITEM**

### **4.1 CRTPO Discretionary Grants Program Policy Guide Revisions**

Presenter: Andrew Ventresca, Troutman

Summary:

Ms. 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 the presentation by stating that the requested action was to recommend that the CRTPO Board approve the revisions to the discretionary project policy. The CRTPO Discretionary Grants Program Policy Guide was adopted by the CRTPO Board in February 2019 and last revised in August 2020. He explained that these policy revisions were developed over seven POC meetings throughout 2023 and were a collaborative effort with Mecklenburg County Health and Air Quality staff. If the policy revisions are approved by the Board in September, they will be utilized within the scoring process for the 2023 fall call applications.

Policy revisions may be summarized into the following nine categories:

1. Revising the maximum funding amount allowed for one project
2. Adding a contingency on the construction phase
3. Requiring inflation to be added to estimates
4. Limiting shortfall awards on individual projects
5. Project readiness based on funding request
6. Increasing the highway safety score from 10 to 15 points
7. Adding crash reduction and equity scoring criteria to highway projects
8. Adding air quality scoring methodology for ranking project applications for CMAQ and CRP funds
9. Administrative revisions that do not change the content of the Policy

He concluded by asking the TCC to make a recommendation to the CRTPO Board to approve the Discretionary Grants Program Policy Guide Revisions during their September 20 meeting. Fall Call opened on August 14 and applications are due by October 31.

Motion:

James Kelly made a motion to recommended that the CRTPO Board approve the Discretionary Grants Program Policy Guide Revisions. Dan Leaver seconded the motion. The motion passed unanimously.

## **TCC INFORMATION REPORTS**

### **5.1 Planning Area Boundary Adoption**

Presenter: Robert Cook

Summary:

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 provided an update on the planning area boundary adoption to the TCC. Mr. Cook explained that the transportation planning regulations governing metropolitan planning organizations (MPO) require

MPOs to review their planning area boundaries after each census to determine if the boundaries meet minimum statutory requirements for new and updated urban areas (23 CFR 450.312(i)). Urban areas with populations greater than 50,000 form an MPO. The 2020 Census Charlotte urban area contracted by 109 square miles as compared to the 2010 Census urban area. This was due to significant changes in how the Census Bureau defines urban areas. Except for two minor deviations in York and Gaston Counties, the Charlotte urban area is located entirely within the current CRTPO planning area boundary.

He requested that TCC to make a recommendation to the Board adopt the planning area boundary during October meeting. Unless there are serious reservations about the boundary, staff anticipates placing the requested action on the consent agenda.

### **5.2 Transfer of Planning Responsibilities Memoranda of Agreement**

Presenter: Robert Cook

#### Summary:

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 provided an update on the planning responsibilities Memoranda of Agreement. The 2020 census resulted in instances where Census-designated urban areas associated with the region's four metropolitan planning organizations (MPO) overlap the adjacent agency's planning area boundaries. The result is that as per 23 CFR 450.312(h), the four MPOs must enter into memoranda of agreements to transfer metropolitan planning responsibilities for those portions of the urban areas located in another MPO's existing planning areas.. The fundamental intent of the agreements is to state that the affected MPOs mutually agree to the transfer of transportation planning activities and efforts for portions of their Census-designated urban areas that lie within adjacent agency's planning areas. The agreements also confirm existing funding-related matters, air quality, and data collection.

Mr. Cook anticipates requesting the TCC to make a recommendation to the Board on this matter at the October meeting. Unless there are serious reservations about the agreements, staff anticipates placing the requested action on the consent agenda.

### **5.3 CRTPO Strategic Plan Implementation Update**

Presenter: Brian Elgort

#### Summary:

Mr. Elgort 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 the presentation by explain that the CRTPO's Strategic Plan allows staff to link day-to-day planning activities to mission, long-term vision, goals, and actionable strategies of the organization. The Strategic Plan was adopted by the CRTPO Board in November 2021. The presentation reviewed progress on Goal 1 and Goal 6 of the Strategic Plan. Goal 1 is focused on the CRTPO leading regional mobility issues and Goal 6 endeavors to expand regional transportation funding. Implementation will continue for Goals 1 and 6 into the next year. The implementation of Goal 5, Continuously improve internal operations to fulfill CRTPO's Mission and Vision will begin in the fall of 2023.

#### **5.4 CONNECT Beyond Update**

Presenter: Jason Wager, Centralina Regional Council

Summary:

Mr. Wager 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 CONNECT Beyond is a regional transit vision and plan that identifies mobility solutions and opportunities for residents and visitors across two states and 12 counties. Work on the plan includes regional transportation demand management plan, seamless CONNECTIONs, advancing the plan committee, and grant updates.

The Regional Transportation Demand Management (TDM) Program established a bi-monthly steering committee through FY2024. The Centralina TDM Assessment report is anticipated in the fall/winter of 2023 and the TDM implementation guidebook is anticipated in spring of 2024. Seamless CONNECTIONs is coordinating training sessions for regional transit operators to discuss opportunities for using Remix, a transit planning tool. Advancing the Plan committee met on July 28 to review peer region research, identify transit functions for regional collaboration, and discuss committee outputs and progress on year-end goals. The committee is scheduled to meet on September 8 and 22.

#### **5.5 FTA Section 5307 Annual Report**

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 presentations covered the following points:

Mr. Leonard led an update on FTA Section 5307 Annual Reports by four transit providers within the planning area. The CRTPO Board adopted an MOU in July 2021 that outlines the process and methodology for the annual apportionment and distribution of FTA Section 5307 funds. The MOU requires recipients of Section 5307 funds to report annually to the CRTPO Board on the status of funds awarded to the agencies. Presentations were conducted by transit provider representatives, Theresa Torres (Union County Transportation), Richard Buchanan (Mecklenburg Transportation System), and Chad Howell (Charlotte Area Transit System), on tasks and initiatives funded with FTA Section 5307. Rock Hill-Fort Mill Area Transportation Study submitted a written summary of the activities programmed with FTA Section 5307 funds. ICATS staff was unable to attend the meeting.

#### **5.6 FY 2022 CRTPO Public Engagement Summary**

Presenter: Judy Dellert

Summary:

Information was provided 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. Dellert provided a summary of public engagement activities from FY 2023 and reviewed initiatives planned for FY 2024. Her presentation highlighted the appreciation celebration; staff involvement at state and national MPO conferences; increased social media presence; and resumed in-person TCC and CRTPO Board meetings.

She shared resources available as member benefits to CRTPO members and the Beyond 77 task force. She concluded her presentation by providing an overview of anticipated public engagement initiatives for FY 2023. This includes an NCDOT Prioritization 7.0 project list adoption; track performance measures approved in the updated public involvement plan; CRTPO 101 presentations for member jurisdictions; 2055 MTP Kick-off; and CRTPO Orientation.

## **OTHER REPORTS**

### **6.1 NCDOT Report**

NCDOT Division 10 and 12 provided an update on projects in the CRTPO planning area within the TCC Agenda packet.

Alex Rotenberry (NCDOT-IMD) updated the TCC on the recent statewide IMD webinar, micro-transit usability study, zero-emission vehicle transition plan, annual multi-modal planning grants, and statewide locally coordinated plan update. Kickoff for the statewide locally coordinated plan is September 7.

Andy Bailey (NCDOT-TPD) offered to assist the MPO with the adoption of the Metropolitan Planning Boundary.

### **6.2 Project Oversight Committee Update**

No Update

### **6.3 Bicycle and Pedestrian Work Group Report**

Curtis Bridges announced that the September's Bicycle and Pedestrian Work Group meeting was canceled. He also announced that the kickoff of a two-day charette for the Seam is scheduled for September 11 & 12. He will provide updates on the Seam to the TCC over the next few months.

### **6.4 Upcoming Issues**

The next TCC meeting will be conducted in person on October 5, 2023 at 10 a.m.

## **7.0 ADJOURN**

Ms. Babson determined that the agenda had been adequately completed and adjourned the meeting at 11:06 a.m.