

CHARLOTTE REGIONAL TRANSPORTATION PLANNING ORGANIZATION
Charlotte-Mecklenburg Government Center, Room 267
January 17, 2024 Meeting
Summary Minutes

Members Attending:

Ed Driggs (Charlotte), Michael Osborne (Cornelius), Nick Walsh (Huntersville), David Cohn (Indian Trail), Renee Garner (Matthews), Fredrick Becker (Mineral Springs), Dale Dalton (Mint Hill), Lisa Qualls (Mooresville), Tony Lathrop (NCBOT-Division 10), Amelia Stinson-Wesley (Pineville), David Jones (Statesville), Jerry Oxsher (Troutman), Robert Murray (Waxhaw), Jim Bell (Weddington), David Boyce (Wesley Chapel)

Non-Voting Members Attending:

Jerry Santoni (Iredell County Planning Board), Jim Walker (NC Turnpike Authority), Mark Tilley (Union County Land Use Board)

1. Call to Order

Vice-Chair Lisa Qualls called the January 2024 CRTPO Board meeting to order at 6:00 p.m. She introduced the new delegates that were present for the meeting and facilitated introductions with the remainder of the Board.

2. Election of Officers

Vice-Chair Qualls directed Neil Burke to conduct the elections for the 2024 CRTPO Chair and Vice-Chair.

Mr. Burke opened the floor for nominations for 2024 CRTPO Board Chair. Mayor Becker nominated Vice-Chair Qualls for 2024 CRTPO Board Chair. Additional nominations were requested; however, no additional nominations were put forth. The nomination was seconded by Michael Osborne. The motion was approved unanimously. Upon being put to a vote, Lisa Qualls was unanimously elected Chair for 2024.

Mr. Burke opened the floor for nominations for 2024 CRTPO Board Vice-Chair. Mayor Becker nominated Brad Richardson (Town of Stallings). The nomination was seconded by David Boyce. No additional nominations were put forth. Upon being put to a vote, Mr. Richardson was elected Vice-Chair for 2024.

3. Adoption of the Agenda

Summary:

Chair Qualls asked if any changes to the agenda were necessary. No changes were identified.

Motion:

Ed Driggs made a motion to approve the agenda. Mayor Becker seconded the motion. Upon being put to a vote, the agenda was adopted by acclamation.

4. Public Comment Period

There were no public comments.

5. Ethics Awareness & Conflict of Interest Reminder

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

6. Consent Agenda

Summary:

Chair Qualls requested action on the following three consent agenda items:

- a) November 15, 2023 CRTPO Board Meeting Minutes
- b) 2024-2033 TIP Amendments

c) Performance-Based Planning: 2024 Safety Targets

Motion:

Mr. Driggs made a motion to approve the consent agenda. Mayor Becker seconded the motion. Upon being put to a vote, the consent agenda was unanimously approved.

7. CRTPO Discretionary Funds Project Call – Recommended Projects

Presenter:

Jennifer Stafford

Summary:

Ms. Stafford provided information to the Board via a Power Point presentation, the contents of which are incorporated into the minutes.

She began the presentation by stating that the call for projects to award CRTPO discretionary funds opened on August 14 and closed on October 31. Member jurisdictions were eligible to submit applications for the CRTPO's discretionary funds to construct new projects, existing projects in need of additional funding, and planning projects were accepted in consideration of programming \$62.4 million in available discretionary funds. Ms. Stafford explained that 33 applications were received requesting a total of approximately \$91 million of the CRTPO's discretionary fund requests. The POC reviewed project scores and developed a recommended list of 25 projects during their meetings over the past two months. She then reviewed the recommended project lists by mode type and recommended allocation.

Ms. Stafford concluded her presentation by stating that action will be requested for the CRTPO Board to approve the funding allocations for recommended projects and amend the TIP during the February 21 meeting.

Mr. Osborne thanked members of the Project Oversight Committee for considering the Town of Cornelius's shortfall requests for four existing projects. He explained that the additional discretionary funds will allow the projects to move forward with reduced financial commitments from the Town.

8. CRTPO FY 2025 Unified Planning Work Program: Annual Budget

Presenter:

Robert Cook

Summary:

Mr. Cook provided information to the Board 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 the FY 2025 UPWP. An overview of the UPWP was provided. The UPWP is the CRTPO's budget. Anticipated funding levels by source were reviewed.

He began his presentation by stating that the first draft of the FY 2025 UPWP identifies anticipated planning activities for the CRTPO intends to undertake throughout the next year. The UPWP documents the allocation of federal and state funds into eight categories (task codes). Mr. Cook stated that the total funding for FY 2025 UPWP is anticipated to be approximately \$4.9 million, which includes the federal share and local match. Funding sources include FHWA Section 104(f) Planning Funds, FHWA Surface Transportation Block Grant-Direct Attributable (STBG-DA), and FTA Section 5303. Local matches of at least 20% are required for certain federal funding sources. Mr. Cook explained that the CRTPO anticipates receiving a reduction in the amount of PL funds by \$360,000 in FY 2025. This is population growth within the state's urban areas, the addition of a new MPO for Southern Pines, and lack of an increase in the allocation of PL funds to NCDOT. Mr. Cook has recommended that the CRTPO supplement the shortfall with \$360,000 in additional STBG-DA funds for the FY 2025 UPWP. Member jurisdiction match shares will remain the same as in FY 2024.

Mr. Cook explained that additional requirements for MPOs are set by the Infrastructure Investment and Jobs Act (IIJA). The IIJA requirement states that 2.5% of planning funds must be allocated to planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. This requirement is estimated to be \$44,300 for the CRTPO in FY 2025. The CRTPO's FY 2025 UPWP will also include three planning studies are being recommended for the CRTPO's discretionary funding from the 2023 fall call at an amount of \$288,000. The FY 2025 UPWP includes five planning studies and six planning projects from FY 2024 that need carryover funding to be completed in FY 2025.

Issues yet to be addressed in the FY 2025 UPWP include the assessment of first and second quarter expenditures within the FY 2024 UPWP; determination of the exact carryover amounts; initiating the task code allocation process.

In February, the TCC and Board will receive a presentation on the second draft with actual funding amounts by task code. Mr. Cook concluded his presentation by stating that the Final Draft FY 2025 UPWP will be presented to the Board for adoption in March.

9. **Upcoming Agenda Items**

Presenter:

Neil Burke

Summary:

The February 21 CRTPO Board agenda will include the following agenda items:

Action items:

- Approval of CRTPO Discretionary Project Funding allocations and amendments to the 2024-2033 TIP

Information Reports:

- DRAFT FY 2025 Unified Planning Work Program Update
- NCDOT I-77 Corridor Update

NCDOT has prepared a fact sheet regarding the I-77 Corridor that will be emailed to the CRTPO Board following the meeting. The fact sheet is intended to provide context in advance of the information report on the February 21 CRTPO Board agenda.

2024 Joint MPO Roundtable with Gaston-Cleveland-Lincoln MPO and CRTPO Boards: Thursday, February 29, 2024; 5:30-8:30 PM; Location: Gaston College, Kimbrell Center in Belmont, NC

10. Board Member Comments

Presenter:

Chair Qualls stated that the CRTPO hosts several education sessions in conjunction with monthly Board meetings each year. She then asked for input from Board members regarding the sessions being held before the meetings (5 pm start) or incorporated within the meeting agendas (6 pm start). A majority of the CRTPO Board members favored the education sessions to be conducted within the existing monthly agendas starting at 6 pm.

Chair Qualls provided an updated on the MOU renegotiation process by stating that the City of Charlotte has retained independent legal council to review the document, however the lawyer is recovering from a medical procedure. An update will be provided an upcoming CRTPO Board meeting.

Tony Lathrop provided an update on NCDOT's financial outlook by stating that the department's spend plan has been updated. An updated spend plan will influence the revenue projections for the upcoming STIP development process. NCDOT has a good cash balance, but insufficient revenue to address all of the needs. He concluded by stating that regional collaboration will help secure state and federal funds for capital projects.

11. Adjourn

The meeting was adjourned at 7:00 p.m.