

CRTPO TECHNICAL COORDINATING COMMITTEE
Summary Meeting Minutes
January 4, 2024

Voting Members: *Chair* – Liz Babson (CDOT), *Vice-Chair* – Andrew Ventresca (Troutman), Catherine Mahoney – alt for Alyson Craig (Charlotte PD&D), Aaron Tucker (Cornelius), Andrew Golden (Davidson), Heather Maloney (Huntersville), Richard Hoffman – alt for Matthew Todd (Iredell County), Dana Stoogenke (Matthews), Megan Green (Meck. Co. – LUESA Air Quality), Brian Horton (Metropolitan Transit Commission), Steve Frey (Mint Hill), Lisa Stiwinter (Monroe), Erika Martin (Mooresville), Sean Epperson (NCDOT – Div. 10), Anil Panicker – alt for Mark Stafford (NCDOT – Div. 12), Alex Rotenberry (NCDOT-IMD), Roger Castillo (NCDOT-TPD), Justin Russell (Stallings), Xavier Baugess (Statesville), Bjorn Hansen (Union County), James Kelly – alt for Lisa Thompson (Waxhaw), Vagn Hansen (Wesley Chapel), Marlee Henninge – alt for Alex Riomondy (Focus Area Representative – Bicycle), Gwen Cook (Focus Area Representative – Greenway), Tracy Houk (Focus Area Representative - Pedestrian), Irene Ivie (Focus Area Representative – Health)

Staff: Paul Benton (CRTPO), Curtis Bridges (CRTPO), Neil Burke (CRTPO), Robert Cook (CRTPO), Kendall Clanton (CRTPO), Judy Dellert (CRTPO), Brian Elgort (CRTPO), Travis Johnson (CRTPO), Will Snyder (CRTPO), Jennifer Stafford (CRTPO), Theo Thomson (CRTPO), Loretta Barren (FHWA), Justin Carroll (CDOT), Warren Cooksey (NCTA), Theo Ghitea (NCDOT – Div. 10), Andy Grzymiski (CDOT), Dave Campbell (CDOT), Ameila Helms (NCDOT), Dianne Thomas (Mecklenburg County)

Guests: Terry Lansdell, BikeWalkNC

Liz Babson opened the meeting at 10:01 a.m. after Travis 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:

Erika Martin made a motion to approve today’s agenda; Irene Ivie seconded the motion. The motion passed unanimously.

3. Consideration of Consent Agenda

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

- Approval of November 2, 2023 TCC Minutes,
- 2024-2033 TIP Amendments,
- Performance-Based Planning: 2024 Safety Targets

Motion:

Ms. Martin made a motion to approve the consent agenda. Ms. Ivie seconded the motion. The motion passed unanimously.

TCC BUSINESS ITEMS

4.1 Election of Officers

Presenter: Liz Babson, CDOT; Travis Johnson

Summary:

Ms. Babson stated that it is the responsibility of the TCC to annually elect new officers during the first meeting of the year. Travis Johnson opened the nominations for Chair and Vice-Chair of the TCC.

Chair Nominations

Andy Ventresca made a motion to open the nominations. Heather Maloney seconded the motion.

Mr. Ventresca nominated Liz Babson for Chair of the TCC for 2024. Gwen Cook seconded the motion. No other nominations were put forth.

Ms. Liz Babson was unanimously elected Chair of the TCC for 2024.

Vice-Chair Nominations

Lisa Stiwinter made a motion to open the nominations; Mr. Ventresca seconded the motion.

Ms. Martin nominated Andrew Ventresca for Vice-Chair of the TCC for 2024. Ms. Maloney seconded the motion. No other nominations were put forth.

Mr. Andrew Ventresca was unanimously elected Vice-Chair of the TCC for 2024.

4.2 Election of Focus Area Representatives

Presenter: Travis Johnson

Summary:

Mr. Johnson provided information to the TCC via a PowerPoint presentation, the contents of which are incorporated into the minutes [here](#). The presentation covered the following points:

Mr. Johnson stated that the Bicycle and Pedestrian Work Group (BPWG) discussed nomination of Focus Area Representatives at the November meeting. The BPWG recommended the appointment of the following four focus area representatives to serve on the TCC for the 2024 calendar year:

Focus Area	Delegate	Alternate	Agencies
Bicycle	Dave Campbell	Marlee Henninge	Charlotte DOT
Greenway	Gwen Cook	Joyce Figueroa	Mecklenburg County
Pedestrian	Tracy Houk	Erin Pratt	Huntersville Parks & Recreation Charlotte DOT
Public Health	Irene Ivie	Dianne Thomas	Mecklenburg County

Motion:

Megan Green made a motion to recommend that the TCC approve the 2024 Focus Area Representatives endorsed by the Bicycle Pedestrian Work Group; Brian Horton seconded the motion. The motion passed unanimously.

TCC INFORMATION REPORTS

5.1 CRTPO Discretionary Funds Project Call – Recommended Projects

Presenter: Jennifer Stafford

Summary:

Ms. Stafford provided information to the TCC via a PowerPoint presentation, the contents of which are incorporated into the minutes [here](#). The presentation covered the following points:

She provided an overview of the fall call for projects to allocate the CRTPO discretionary funds. The fall call opened on August 14 and closed on October 31. The CRTPO accepted applications for new projects, existing projects in need of additional funding, and planning projects in consideration of programming \$62.4 million in available discretionary funds. The CRTPO received 33 project requests from member jurisdictions for approximately \$90.6 million. The Project Oversight Committee (POC) reviewed project scores and developed a recommended list of 25 projects during their meetings in November and December.

Ms. Stafford shared that additional evaluation of a safety score for the Helms Road Extension project within the recommended list would be performed at the request of Waxhaw. The POC will reconvene the following week to re-evaluate the safety score for this project. For all

TCC members asked clarifying questions about project prioritization and ranking process.

The TCC and Board will be requested to take action to approve funding allocations for the recommended projects during the February 2024 meetings.

5.2 FY 2025 Unified Planning Work Program: Annual Budget

Presenter: Robert Cook

Summary:

Mr. Cook provided information to the TCC via a PowerPoint presentation, the contents of which are incorporated into the minutes [here](#). The presentation covered the following points:

His presentation shared an overview of the draft FY 2025 Unified Planning Work Program (UPWP) and included the development process, proposed funding allocations, and next steps.

The first draft of the FY 2025 UPWP identifies anticipated planning activities the CRTPO intends to undertake throughout the next year. The UPWP documents the allocation of federal and state funds into eight categories (task codes). The total funding for the FY 2025 UPWP is estimated at approximately \$4.9 million. This total includes Federal allocations and local matches. 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 all federal funding sources.

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 on 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.

The FY 2025 UPWP includes three planning studies; six planning projects from FY 2023; and five planning projects from FY 2024 that need carryover funding in FY 2025.

Issues yet to be addressed in the FY 2025 UPWP include assessing first and second quarter expenditures; determining exact carryover amounts for planning projects; and beginning task code allocations.

In February, the TCC and Board will receive a presentation on the second draft. The Final Draft FY 2025 UPWP will be presented to TCC and the Board for adoption in March.

OTHER REPORTS

6.1. NCDOT Reports

Sean Epperson (NCDOT-Div. 10) and Anil Panicker (NCDOT-Div. 12) provided a written update on projects in the CRTPO planning area that was included in the January TCC Agenda packet from both divisions.

Roger Castillo (NCDOT-TPD) announced the release of the 2022 Annual Average Daily Traffic (AADT) counts throughout the state.

Warren Cooksey (NCTA) noted that the annual toll rate increase for the Monroe Expressway had taken effect on January 1. Traveling the full length of the Expressway in a two-axle vehicle increased from \$2.77 to \$2.85 for NC Quick Pass customers and from \$4.30 to \$4.39 for Bill by Mail customers.

6.2. Project Oversight Committee Update

Ms. Stafford stated that the POC will meet next week to discuss the Discretionary Funds Project scores. She will also meet with TCC Leadership to review POC membership for 2024.

6.3. Bicycle and Pedestrian Work Group Report

Curtis Bridges stated the BPWG will discuss community updates and 2023 Carolina Thread Trail Forum during this afternoon's meeting. He also announced that due to an ongoing negotiation between CATS and Norfolk Southern, there would be a small pause on the SEAM study.

6.4 Upcoming Issues

Mr. Johnson encouraged TCC members to work with their local management to name their jurisdiction's CRTPO Board delegates and alternates for the 2024 calendar year.

He also reminded the TCC members that the CRTPO Board Orientation is next week on Thursday, January 11 at the Charlotte-Mecklenburg Government Center.

He concluded by asking TCC members to complete the Linking Transit/Land Use Training series survey to assist in the development of the Training series. This training series will be held after TCC meetings in February, March, May, and June and will offer AICP CM credits.

7.0 ADJOURN

Ms. Babson determined that the agenda had been adequately completed and adjourned the meeting at 10:40 a.m.