

Project Oversight Committee 4/9/2020 Meeting Summary

Note: Due to coronavirus restrictions, the meeting was conducted as a virtual meeting through GoToMeeting

Members: Loretta Barren, Stuart Basham, Robyn Byers, Gwen Cook, Bjorn Hansen, Ashley Landis, David McDonald, Kevin Parker, Bill Thunberg, Cami Weckerly

Staff: Curtis Bridges, Neil Burke, Bob Cook, Judy Dellert-O’Keef, Jerrel Leonard, Catherine Mahoney, Jennifer Stafford, Theo Thomson

Other: Adam Howell (Atkins), David Wasserman (NCDOT)

Agenda Item	Purpose	Summary/ Decisions	Person Responsible	Follow-Up / Result
1. Welcome & Introductions		<ul style="list-style-type: none"> ● POC members verified from their GTM logins. Meeting topics reviewed. 	Neil Burke, Bjorn Hansen	
2. Discussion on updates to the CRTPO Discretionary Policy	<ul style="list-style-type: none"> ○ Define shortfall to add to the Policy ○ Review proposed cost estimate changes ○ Upper limit of project funding request/scope <ul style="list-style-type: none"> ○ The current guidance is for not more than 25% of all available for that particular FFY ○ Planning grants <ul style="list-style-type: none"> ○ Do we need a criterion for selection or always 	<ul style="list-style-type: none"> ● There was discussion of where the shortfall definition could be placed in the policy. It could go up front and then again in the exhibits. Bill suggested it could go on page 9, under item 23. ● The following definition was agreed to: A shortfall is an existing project with prior CRTPO discretionary funds that have experienced an increase in the project cost estimate, resulting in the need for additional discretionary funds to successfully deliver the project. <ul style="list-style-type: none"> ○ without a change in scope (on shortfall application a checkbox saying no change in scope) ● There was preference on an initial filter for shortfall criteria, a Risk Assessment, so applicants could see whether a project will qualify for 	Bjorn Hansen	<ul style="list-style-type: none"> ● Jennifer and Bjorn to work on a draft Risk Assessment tool.

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	<p>try to fund all requests?</p> <ul style="list-style-type: none"> ○ Non-modal highway mix ○ Review highway/non-highway funding target funding percentages – Currently 20% for non-modal 	<p>shortfall funding before they complete an application. The preference was for a broad definition that would not disqualify many projects.</p> <ul style="list-style-type: none"> ● The Risk Assessment tool will not apply for the Spring call since applications are due May 1. ● The team reviewed the proposed cost estimate changes to the Project Phase contingencies chart and determined they like the description in the current chart. ● The group discussed whether there should be an absolute upper-limit number for project funding requests, and whether the number should be cumulative or not. No decision was made. ● The group agreed that we need to have funds dedicated for planning grants. If design is involved, the project shouldn't be submitted as a planning grant. ● The group was comfortable with the current target percentage between highway and non-highway projects. 		
<p>3. Upcoming Issues</p>	<ul style="list-style-type: none"> ○ Next POC Meeting: Thursday, April 30 at 10 a.m. 	<ul style="list-style-type: none"> ○ Shortfall application is open. No applications have been received yet; applications are due May 1. The POC is scheduled to review applications received at the May 8 and 28 meetings. The POC's recommendation will go before the TCC and Board at their June meetings for information. ○ POC meeting moved to April 30 due to scheduling conflicts. 	<p>Jennifer Stafford</p>	
<p>4. Adjourn</p>				