

Project Oversight Committee 6/25/2020 Meeting Summary

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

Members: Bjorn Hansen, Loretta Barren, Stuart Basham, Robin Byers, Gwen Cook, Ashley Landis, Bill Thunberg, Cami Weckerly

Guests: Susan Habina Woolard, Hannah Cook, David Wasserman, Andrew Ventresca

Staff: Neil Burke, Jennifer Stafford

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. 	Bjorn Hansen	
2. Review Shortfall Matrix	Review spring 2019 Shortfall applications with draft Shortfall matrix	<ul style="list-style-type: none"> ● The committee applied the draft matrix to spring 2019 shortfall applications. ● The matrix worked well, and it showed that all projects would be approved. ● The matrix catches outliers. 	Jennifer Stafford	<ul style="list-style-type: none"> ● Add matrix to Discretionary Funds Policy Guide text amendments
3. Discretionary Funds Policy Text Amendments	Review proposed text amendments	<ul style="list-style-type: none"> ● Reviewed six text amendments ● POC recommended five text amendments: <ul style="list-style-type: none"> ○ Three amendments on Bonus Allocation funds – including exempting a local match ○ One amendment on project phase contingencies ○ One amendment on shortfall guidelines and matrix 	Jennifer Stafford & Neil Burke	<ul style="list-style-type: none"> ● POC Recommends - Proceed to TCC – July 2, 2020 Agenda
4. Town of Davidson Planning Project	Request Planning Funds (PL) exchange for STBG-DA funds.	The Town of Davidson has requested funds to be used for preliminary engineering instead of planning.	Andrew Ventresca	<ul style="list-style-type: none"> ● POC Recommends – Proceed to TCC – July 2, 2020 Agenda

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		<ul style="list-style-type: none"> • Funds may be de-obligated from the UPWP and programmed to the TIP as STBG-DA funds. • The Town of Davidson is not requesting additional funds for this project as part of the requested action. <ul style="list-style-type: none"> ○ \$151,250 - Total Project Estimate ○ \$30,250 Local Match (20%) ○ \$121,000 Request (Exchange) 		
Fall Call - Application and Training Suggestions	What training is needed for Fall Call application	<ul style="list-style-type: none"> • Staff suggested to re-use last year’s application webinar, but add a webinar about cost estimating and how to fill out Form 1. • Maintain Marta Matthews webinar on CRTPO’s website as it is still pertinent • Discussed the usual date due of October 31, to be reduced to October 16 to allow time to review applications. POC member’s agreed that this was OK. 	Jennifer Stafford	<ul style="list-style-type: none"> • Agustin Rodriguez and Jennifer to develop a webinar to explain Form 1. • Fall call will be August 17- to October 16
6. Upcoming Issues	NCDOT – How to phase in CRTPO when lifting financial suspension	Discuss developing criteria to rank discretionary projects that should first move out of suspension when NCDOT gives us approval.	Jennifer Stafford	Jennifer to draft criteria to start the conversation
5. Adjourn		The next meeting is scheduled for July 9 at 2:00 p.m.	Jennifer Stafford	