

CHARLOTTE REGIONAL TRANSPORTATION PLANNING ORGANIZATION
Charlotte-Mecklenburg Government Center, Room 886 and Remote Participation
August 19, 2020 Meeting
Summary Minutes

Members Attending (in-person):

Michael Miltich (Cornelius)

Members Attending (via remote participation):

Julie Eiselt (Charlotte), Jane Campbell (Davidson), Brian Hines (Huntersville), Michael Alvarez (Indian Trail), Ken Robertson (Iredell County), Ernestine Staton (Marshville), John Higdon (Matthews), Susan Harden (Mecklenburg County), Frederick Becker (Mineral Springs), Brad Simmons (Mint Hill), Lisa Qualls (Mooresville), Jack Edwards (Pineville), Lynda Paxton (Stallings), William Morgan (Statesville), Dennis Rape (Union County), Ron Pappas (Waxhaw), Elizabeth Callis (Weddington), Lori Bailey (Wesley Chapel), Tony Lathrop (NCBOT – Division 10), Brad Lail (NCBOT – Division 12)

Non-Voting Members Attending (via remote participation):

Victoria Nwasike (Charlotte-Mecklenburg Planning Commission), Loretta Barren (FHWA), Jim Walker (NC Turnpike Authority)

1. Call to Order

Chairman Michael Miltich called the August 2020 CRTPO meeting to order at 6:00 p.m. He explained that this meeting would be conducted virtually, and then he reviewed the virtual meeting guidelines and etiquette. CRTPO Delegates and Alternates as well as residents were able to participate in the virtual meeting by using a combination of online meeting software, conference call, and live stream from the CRTPO’s Facebook Page.

Chairman Miltich reminded the Board that usage of the chat box function within the online meeting software is part of the Board public record.

Chairman Miltich directed Mr. Burke to conduct a roll-call to determine if the following Bylaw requirements had been met for a quorum:

Section 3 – Quorums

A quorum of the MPO shall be constituted by the presence of:

- *at least ten (10) of the eligible voting members at the beginning of the meeting; and*
- *who together represent a minimum of 51% of the weighted votes; and*
- *that qualified voting members from jurisdictions representing at least two counties must be present.*
- ~~*Only members physically present shall count toward establishing a quorum. (Suspended by CRTPO Board chairman due to North Carolina State of Emergency Declaration)*~~

Mr. Burke conducted the roll-call and determined that a quorum of the Board had been met based upon the bylaws, and with the Chairman’s omission of the clause for members to be physically present due to the State of Emergency declaration.

Chairman Miltich polled the Board to determine if votes can be cast by acclamation unless opposition (“nay” vote) from at least one Board member is made. The purpose of the vote by acclamation would be to minimize confusion if the votes were unanimous and to run the virtual meeting as efficiently as possible.

If an opposing vote to approve the particular vote by acclamation was cast, then the Chairman would direct the Secretary to conduct a roll call vote of each attending jurisdiction. If no opposing vote is cast a second time, then

the motion will be recorded as “approved unanimously by acclamation.” No opposition was voiced with this voting method from the Board for the meeting tonight.

2. Adoption of the Agenda

Summary:

Chairman Miltich asked if any changes to the agenda were necessary. No changes were identified.

Motion:

Chairman Miltich made a motion to the Board to adopt the agenda by acclamation unless at least one opposing vote is cast. No opposing vote was cast. Upon being put to a vote, the motion to adopt the agenda as presented was approved by acclamation.

3. Public Comment Period

Chairman Miltich asked if there were any public comments received prior to the meeting, or a resident participating remotely that wished to submit a comment. There were no public comments.

4. Ethics Awareness & Conflict of Interest Reminder

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

5. Consent Agenda

Summary:

Chairman Miltich requested action on the following two consent agenda items:

- 1) July 15, 2020 CRTPO Board Meeting minutes
- 2) 2020-2029 TIP Amendments

Motion:

Chairman Miltich made a motion to the Board to approve the two consent agenda items by acclamation unless at least one opposing vote is cast. No opposing vote was cast. Upon being put to a vote, the motion to adopt the consent agenda was approved by acclamation.

6. Charlotte Area Transit System 2020-2029 TIP Amendments

Presenter:

David McDonald

Summary:

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

He began his presentation by stating that the requested action is to approve six amendments to CATS transit projects within the CRTPO’s 2020-2029 TIP. He stated that the reasons for the TIP amendments are as follows:

- Two projects from the 2018-2027 TIP were omitted from the 2020-2029 TIP.
- Metropolitan Transit Commission (MTC) budget development often changes the timing and source of funds for projects.
- Maintain consistency between the adopted MTC budget and the 2020-2029 TIP.

He stated that the amendments are being recommended for action this month because NCDOT’s process to add transit TIP amendments to the Board of Transportation agenda may take several months. Mr. McDonald concluded his presentation by stating that the TCC unanimously recommended that the Board approve the six 2020-2029 TIP amendments presented by CATS during the August 6 meeting.

Motion:

Chairman Miltich made a motion to the Board to approve six amendments to CATS transit projects within the CRTPO’s 2020-2029 TIP. No opposing vote was cast. Upon being put to a vote, the 2020-2029 TIP amendments were approved by acclamation.

7. Discretionary Funds Policy Guide Amendments

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.

Ms. Stafford began her presentation by stating that the requested action is to approve amendments to the Discretionary Funds Policy Guide to clarify the policy on using Bonus Allocation funds, project cost estimation, and the addition of new criteria to evaluate supplemental funding for existing discretionary projects. She explained the five proposed amendments reflect lessons learned since the policy was adopted last year and will offer more clarification and transparency during future project calls.

She stated the first amendment adds a clause about the intent of Bonus Allocation (BA) funding within the Strategic Transportation Investment (STI) legislation. The intent of the BA funding is to offer an incentive to MPOs and their member jurisdictions to consider tolling fund the construction of eligible highway projects.

Ms. Stafford stated the second amendment includes a provision to exempt the policy's local match for Bonus Allocation (BA) funds. However, if the project using BA funds does not have funding authorization prior to the five-year deadline, the project will either be cancelled, or new discretionary funds may be applied requiring a minimum 20% match.

She stated the third amendment adds an additional criterion to the list of priorities for awarding CRTPO's discretionary funds. The new criterion states BA funding may be applied to projects which comply with STI law and allocated to highway projects within the county(ies) in which the toll project is located.

Ms. Stafford explained the fourth amendment clarifies contingencies that should be applied to project cost estimates during the project submittal process. She stated the existing policy defines three project phases and lists the required contingencies per phase. The proposed amendment clarifies the three project phases by defining a percentage of completion. Ms. Stafford stated the planning project phase shall only be used when a project is expected to be constructed. The proposed amendment exempts planning studies from the contingency requirement within the cost estimate.

Ms. Stafford said the fifth amendment provides a definition for shortfall projects and criteria for evaluating the validity of shortfall requests. She explained the new criteria was presented for Information in June and was tested against the 2019 and 2020 shortfall applications.

Ms. Stafford concluded her presentation stating that the TCC unanimously approved the requested action to approve the amendments to the CRTPO's discretionary policy guide during the August 6 meeting.

Motion:

Chairman Miltich made a motion to the Board to approve the amendments to the CRTPO's discretionary policy guide. No opposing vote was cast. Upon being put to a vote, the amendments to the CRTPO's discretionary policy guide were approved by acclamation.

8. Discretionary Funds Project Suspension Prioritization

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 her presentation by stating that the requested action is to approve the prioritized list of six suspended CRTPO discretionary projects to resume work once NCDOT's available revenue exceeds the state-mandated minimum cash balance. She explained that NCDOT has suspended projects statewide due to the decrease in revenues, as a result of the COVID-19 pandemic, Map Act settlements and weather-related relief

efforts. According to state law, once NCDOT’s available revenues are less than the minimum cash balance, the department can no longer enter into new contracts that spend money on transportation projects. These suspended projects include 65 of CRTPO’s projects funded with federal direct attributable funding. Ms. Stafford explained that NCDOT’s Planning and Programming Division staff has notified CRTPO that an initial allotment of federal funds for discretionary projects will be made available to CRTPO once the Department exceeds the minimum cash balance. NCDOT has calculated the initial allotment for CRTPO as \$5,456,964, of which \$1,408,714 must be allocated for roadway construction projects.

Ms. Stafford explained that Project Oversight Committee (POC) has reviewed the suspended project list and developed a prioritized list of six existing projects (5 roadway/1 bicycle/pedestrian) recommendation to the TCC that have met the following criteria:

Projects under construction with shortfalls – (supplemental agreements are suspended)	3 Projects
Projects that NCDOT required the town to prepay match	1 Project
CRTPO’s oldest projects that have been suspended projects with construction authorization	2 Projects

Ms. Stafford concluded her presentation stating that the TCC approved the requested action to approve the prioritized list of six suspended CRTPO discretionary projects to resume work once NCDOT’s available revenue exceeds the state-mandated minimum cash balance.

Mayor Edwards expressed opposition to the proposal by stating that the NC 51 corridor access project (EB-5949) in Pineville has been shovel ready for six months and has a small amount of STBG-DA funding (\$1.1 million) programmed to it. He stated that he will vote against the requested action for this agenda item and recommended that it be deferred until the POC can re-evaluate the TCC recommendation based upon the status of the EB-5949 project in Pineville. Dennis Rape stated that he will support Pineville’s opposition to approve the motion for this agenda item.

Chairman Miltich stated that since at least one opposing vote to the requested action has been identified, a roll call vote will be conducted for this agenda item.

Motion:

Susan Harden made a motion to approve the prioritized list of six suspended CRTPO discretionary projects to resume work once NCDOT’s available revenue exceeds the state-mandated minimum cash balance. Mayor Higdon seconded the motion. A roll call vote was conducted and the motion passed with Pineville and Union County voting in opposition.

9. CRTPO Comprehensive Transportation Plan Report

Presenter: Curtis Bridges

Summary:

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

He began his presentation by stating that the requested action was to adopt the CTP Report which includes locally adopted multimodal plans (by reference) to meet NCDOT’s Complete Streets Policy requirements. Mr. Bridges stated that NCDOT had adopted an update to its Complete Streets Policy in 2019 with provisions to ensure that multi-modal facilities are incorporated into project development processes. The updated policy requires the multimodal recommendations from jurisdiction plans must be adopted within each MPO’s adopted CTP in order to qualify for state funding for multimodal betterments on transportation projects. Mr. Bridges explained that staff developed a Draft CTP Report which includes local plan references and other common CTP elements to meet NCDOT’s Complete Streets Policy requirements. He added that additional amendments to the CTP maps may be necessary to reflect locally recommended facility types. Mr. Bridges then provided an overview of the CTP Report. The document contains six chapters and six appendices. He concluded his presentation by

stating that the TCC unanimously recommended that the CRTPO Board adopt the CTP Report during the August 6 meeting.

Motion:

Chairman Miltich made a motion to the Board to adopt the CTP Report. No opposing vote was cast. Upon being put to a vote, the CTP Report was adopted by acclamation.

10. Comprehensive Transportation Plan Work Group Update

Presenter: Agustin Rodriguez

Summary:

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

He began his presentation by providing a history of the CTP work group and the initiatives that it covered dating back to 2012. In 2019, the CTP work group was re-initiated to review and provide comments on a CTP white paper that was prepared for CRTPO by the Centralina COG. Mr. Rodriguez then reviewed the draft CTP amendment guidelines that will be incorporated within the CRTPO's Public Involvement Plan (PIP). He concluded his presentation by stating that the amendments will be presented to the CRTPO Board for amendment within the PIP this fall.

11. NCDOT Strategic Corridor U Study

Presenter: Nastasha Earle-Young, NCDOT

Summary:

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

She began her presentation by stating that NCDOT adopted the Strategic Transportation Corridors (STC) Network in 2015 to establish a multimodal, high-priority system of highways, rail lines, ports, and airports to support smart planning, help set long-term investment decisions, and ensure that North Carolina's economic prosperity goals are achieved. Ms. Earle-Young explained that the corridor master plan for U.S. 74, from I-26 in Polk County to U.S. 117 in Wilmington, identified as Corridor U in the STC Framework, is being advanced from its more general network-level identification to a corridor-specific master plan vision built upon a common technical framework. Within the CRTPO planning area, Corridor U follows I-85, I-485 south and east to U.S. 74; where it travels along the Monroe Expressway and U.S. 74 to the Union/Anson County line.

Ms. Earle-Young then provided a history of NCDOT's planning effort for Corridor U by stating that the study began in the Summer of 2018 with presentations to MPOs and RPOs along the corridor, a public survey was conducted in the spring of 2020, and the final report is anticipated to be complete within the first quarter of 2021. The public survey for Corridor U began on April 6 and concluded on June 6. Over 8,000 responses were received with approximately 150 unique comments from stakeholders. A summary of the survey can be viewed [here](#). Ms. Earle-Young concluded her presentation by stating that action will be requested for the CRTPO Board to endorse a corridor vision resolution for this study during the September 16 meeting.

Mr. Rape inquired about the process to designate U.S. 74 as an interstate highway within Union County. He has observed that future interstate corridor signage has been erected along the U.S. 74 corridor east of Union County towards Wilmington. Ms. Earle-Young stated that she would contact the signing and delineation unit of NCDOT regarding this inquiry and provide a response to Union County's TCC representative.

12. 2050 Metropolitan Transportation Plan

Presenter: Neil Burke

Summary:

Mr. Burke 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 provide the Board with an overview of the efforts to prepare the 2050 Metropolitan Transportation Plan (MTP). It was noted that since the 2045 MTP was adopted in March 2018, there had been a significant change to the board's membership. Background on the basic elements of an MTP was provided. In addition to adopting the plan in March 2022, the board will be asked to take action on components leading up to adoption, including changes (if any) to the roadway ranking methodology, goals and objectives, a financial plan, etc. An Advisory Committee has been established to provide input on critical issues. Because of the scope and complexities of developing an MTP, a consulting firm was selected to assist in the plan's preparation. Mr. Burke concluded his presentation by stating that a virtual public engagement campaign is scheduled to begin next month for the MTP.

13. Transportation Conformity Memorandum of Agreement

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.

He began his presentation by explaining that the Transportation Conformity Memorandum of Agreement (MOA) outlines the responsibilities and processes that each signatory will follow to ensure that transportation plans conform to the emissions budgets set forth in North Carolina's State Implementation Plan (SIP). Mr. Cook stated that the Department of Environmental Quality is requesting that the state's MPOs approve updated MOAs. He then reviewed the recommended changes to the MOA and described the revisions as minor or reflect changes added as a contingency. The recommended changes to the MOA were reviewed during the August 6 TCC meeting, and the August 12 Transportation Staff meeting. No outstanding issues were identified. Mr. Cook explained that MOA revisions will be placed on the consent agenda for approval during the September 16 Board meeting.

14. Monroe Expressway Update

Presenter: Warren Cooksey, NC Turnpike Authority

Summary:

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

He began his presentation by reviewing the traffic and transaction statistics for the facility since it opened in 2018. Mr. Cooksey then reviewed the results of a traffic volume network study based upon volumes collected before and after the Monroe Expressway opened. The results of the traffic study demonstrated that volumes on adjacent roadways have diminished, and travel times have improved. Mr. Cooksey concluded his presentation by providing updates regarding safety initiatives and Monroe Expressway user feedback.

15. FY 2020 CRTPO Public Engagement Update

Presenter: Judy Dellert-O'Keef

Summary:

Ms. Dellert-O'Keef provided information to the Board via a Power Point presentation, the contents of which are incorporated into the minutes.

She provided a summary of the public engagement activities undertaken by CRTPO throughout FY 2020. Ms. Dellert-O'Keef explained that the most significant event throughout FY 2020 was the transition to virtual meetings and engagement due to the COVID-19 pandemic. She explained that meeting livestreaming has increased, and staff has implemented new technology and logistics to create a consistent experience for participants. Ms. Dellert-O'Keef concluded her presentation by providing an overview of engagement activities for FY 2021, which include the 2050 MTP and the Beyond 77 study.

16. Upcoming Agenda Items

Presenter:

Neil Burke

Summary:

An overview of the September 2020 agenda was provided. The September 2020 CRTPO Board agenda will include the request for approval of the amendments to the resolution for the vision for the NCDOT Strategic Corridor U Study, Transportation Conformity Memorandum of Agreement, and approval of a CTP amendment for the Archdale-Shopton Connector within the City of Charlotte.

An education session will be held on NCDOT funding and the NC First Commission at 5:00 p.m. prior to the Board meeting on September 16.

Mr. Burke provided the following additional updates to the Board:

- CRTPO discretionary funds project fall call opened on Monday, August 17. The call will remain open until October 16.
- Beyond 77 Phase 2 survey is open until September 16.
- Transit Education Initiative Task Force will meet in early September
- CRTPO will release its first annual report at the end of August. Additional information regarding the purpose and content of the report will be provided during the September 16 Board meeting.
- The American Association of MPOs (AMPO) will host its annual conference virtually during the week of October 26.
- Jerrel Leonard has passed his American Institute for Certified Planners (AICP) exam.

17. Board Member Comments

Presenter:

Michael Miltich

There were no comments.

18. Adjourn

The meeting adjourned at 7:51 p.m.