

# MINUTES

## TECHNICAL COORDINATING COMMITTEE

**Wednesday January 16, 2013 – 12 Noon**

Concord Fire Station #9 Community Rooms  
1020 Ivey Cline Road  
Concord, NC 28027

### Members:

Dan Mikkelson  
David Ketner  
Ed Muire  
Kris Krider  
Jonathan Marshall  
John Witherspoon  
Linda Dosse  
Joe Wilson  
Keith Deal  
Marc Morgan  
Diane Hampton  
Ed Muire  
F.E. Isenhour

City of Salisbury  
Town of China Grove  
Town of Spencer  
City of Kannapolis  
Cabarrus County  
Town of Mt. Pleasant  
NCDOT TPB  
City of Concord  
Town of Faith  
NCDOT-Division 10  
NCDOT- Division 9  
Rowan County/Town of Cleveland  
Town of East Spencer

### Others:

Rob Walter      Concord Airport  
Phil Conrad      CRMPO Director  
Brian Wilson      Town of Midland  
Connie Cunningham      CRMPO Staff  
L. J. Weslowski      CK Area Transit  
Van Argabright      NCDOT TIP Div.  
Mike Stanley      NCDOT STIP  
Loretta Barren      FHWA

### Call to Order

TCC Chairman Jonathan Marshall called the January 16, 2013 meeting of the Cabarrus Rowan MPO TCC to order. Chairman Marshall welcomed the members and explained that a new sign in process was being implemented at the meeting. Going forward, all members and guests would be required to sign in at the door prior to the meeting. Chairman Marshall then requested that everyone introduce themselves and what entity they represent.

After introductions were made, TCC Chairman Marshall asked if there were any additions or corrections to the agenda. CRMPO Director Phil Conrad requested an addition to the agenda. Phil explained that in keeping with the new Ethics requirements, TCC meetings should include the reading of the Ethics Awareness & Conflict of Interest Reminder. With little discussion, Mr. John Witherspoon made a motion to accept the reading of the Ethics Awareness & Conflict of Interest Reminder at the beginning of each MPO meeting. Mr. Ed Muire seconded the motion and the TCC members voted unanimously to approve.

With no other corrections or additions to the agenda being heard, Chairman Marshall continued on, by informing TCC members that the cost of the TCC meal has remained at \$4 for several years and needed to be increased due to the increase in food costs. By consensus, TCC members agreed and the cost of the meeting meals will be \$5.00 beginning in February 2013. Before continuing to the next order of business, Phil Conrad requested to recognize Ms. Linda Dosse. Ms. Dosse of NCDOT TPB Phil explained, has been the DOT's representative to the CRMPO TCC and TAC for twenty years. Phil thanked Ms. Dosse for her commitment to the MPO. Chairman Marshall then moved on to the next item on the agenda.

### **Approval of Minutes**

Chairman Marshall called TCC members' attention to the minutes of the September 19, 2012 meeting that had been included in the TCC agenda packets. He asked for any comments or corrections to those minutes. With none heard, Mr. Josh Watkins made a motion to accept the minutes as written and Mr. Dan Mikkelson followed with a second. The TCC members voted unanimously to approve.

### **Nomination and Election of TCC Vice Chair**

Phil Conrad, CR MPO Director reminded TCC members that the Cabarrus Rowan Metropolitan Planning Organization's Bylaws state that a new TCC Vice-Chairman must be elected each year. The TCC Vice Chairman rotates to the Chairman position automatically in the next year. Phil continued by stating that the TCC Chairman must also rotate between jurisdictions in Cabarrus and Rowan Counties. With that in mind, Phil advised the TCC members that they would need to nominate and elect a Vice Chairman from Rowan County for 2013. With no questions or comments being heard, Mr. Joe Wilson made a motion to nominate Mr. Ed Muire as Vice-Chairman for 2013. Mr. Muire stated that he would accept the position if elected. Director Conrad asked for any other nominations from the floor and with none being heard, Chairman Marshall closed the nominations. TCC members voted unanimously to approve Mr. Ed Muire as Vice-Chairman for 2013.

### **Public Involvement Policy Revisions**

Director Conrad continued the meeting by reporting that NCDOT has finalized their STIP amendment and modification guidelines. These guidelines Phil explained, are designed to provide flexibility in amending and modifying the TIP related to the size of the respective amendment. The Federal Highway Administration (FHWA) has made a recommendation to the MPO's to incorporate these guideline changes into the CRMPO's Public Involvement Policy. Phil went on to say that these recommended revisions were released for a forty-five day comment period but so far, no comments or questions have been received.

Phil called members' attention to Attachment #4 included in their packets which was the revised CRMPO's Public Involvement Policy inclusive of the STIP Amendment and Modification Guidelines. Phil reviewed the information in the Policy with TCC members. After all review, Mr. John Witherspoon made a motion to recommend that the CRMPO TAC consider adopting the revised Public Involvement Policy as amended. Mr. Ed Muire seconded the motion and TCC members voted unanimously to approve.

### **DRAFT FY 2013-2014 UPWP**

Phil Conrad explained to TCC members that each year, the Cabarrus Rowan MPO is required to prepare and adopt a Unified Planning Work Program (UPWP) which is the MPO's budget according to state fiscal year 2013-2014. Phil called TCC members' attention to Attachment 5A in their packets. Phil stated that the UPWP outlines planning tasks, the responsible agencies for those tasks and the funding sources for regional transportation planning activities to be conducted within the planning area during the next fiscal year. Phil continued by saying that these projects include MPO planning activities undertaken by local agencies, the NCDOT, and that there is also a line item for Regional Model and LRTP Maintenance. It also Phil continued,

includes urbanized area transit related planning activities conducted by the Concord Kannapolis Area Transit System.

Phil went on to review the budget line by line with the TCC members and explained this is for their review and will be brought back before them before the submittal deadline for their recommendation to TAC. Phil continued by calling TCC members' attention to Attachment 5B a Draft 5 Year Planning Calendar required by NCDOT. Phil stated that CR MPO staff has developed the required calendar in coordination with the UPWP. Ms. Linda Dosse, NCDOT TPB, made a suggestion that the CRMPO Collector Street Plan be updated while the CTP is updated.

### **FY 2012-2018 MTIP Amendment #6**

Phil reported to TCC members that NCDOT is requesting that RIDER Transit System modify the MTIP with four revisions. The revisions explained were 1) Increase the cap for TG-5103B ADA Services as Capital Expense from \$150,000 annual maximum Federal match to \$187,500 annually. The second item was to increase the cap for TO-5183 Operation Assistance from \$1,300,000 annual maximum Federal match to \$1,625,000 annually. The third item was to increase the cap for TG5103A Routine Capital from \$400,000 Federal match annually to \$500,000 annually. The fourth and final revision was to increase the cap for TS-5116 Safety and Security from \$20,000 annual maximum Federal match annually to \$25,000 Federal match.

Mr. L.J. Weslowski, RIDER Transit System Director addressed the TCC and explained each of the item changes being requested and reported that this is not a request for any additional funds, but it is a way to allow for more flexibility to both RIDER's new Large Urban Transit System designation and to the various existing and additional funding allocations for RIDER under the new MAP-21 program. Phil Conrad called members' attention to Attachment 6 in their packets which was the draft FY 2012-2018 MTIP Amendment for their review. With no questions, Mr. Joe Wilson made a motion to recommend that the TAC consider endorsing amendment #6 to the FY 2012-2018 MTIP. Mr. Ed Muire seconded the motion and TCC member voted unanimously to approve.

### **Reports / MPO Business**

- Local Reports - MPO/TPB/NCDOT Division 9 & 10 – Ms. Diane Hampton from NCDOT Division 9 provided TCC members with handouts on Rowan County projects. She let TCC members know that if they had specific questions regarding any of the projects to please let her know and she would get answers to their questions. Mr. Marc Morgan of Division 10 also provided a spreadsheet handout of Division 10 projects. Marc reviewed the projects with the TCC members.
- CTP Index Update - Ms. Linda Dosse' reported to the TCC members that her office has received model inventory data and she will begin to input that information into the CRMPO CTP. Linda also reported that problem statements are partially done and that the only things lacking for the CTP to be complete are the remainder of the problem statements and the inventory input. She announced that she anticipates completion by July 2012.

- Memorandum of Understanding Revisions – Linda Dosse’ reported that a revised and updated MOU is in the process of being completed. She explained that an MOU clarifying boundary areas with other MPO’s should be completed and incorporated into the CRMPO MOU as well. Ms. Loretta Barren from FHWA added that the MOU’s are to be completed by March 2013. TCC members expressed concerns that with such a short turn around they were unsure if they could get the MOU completed and signatures collected before the deadline. MPO Director Conrad also expressed concern and said he was unaware of the March deadline. Phil also reported that the CRMPO had begun the process to update the MOU in 2007 but ran into issues with state and federal review. MPO Staff and TCC members said they would continue to make progress on updating the MOU and get it submitted to NCDOT for comments as soon as possible.
- Federal Funding to the Cabarrus Rowan MPO Area – Mr. Mike Stanley and Mr. Van Argabright from NCDOT’s TIP Unit provided TCC members with information regarding the funding availability to the CR MPO. They explained how the Direct Allocation Funds process works and how projects are funded under this mechanism. They also reviewed the new MAP-21 Surface Transportation Program (STP) and explained how the process will work on funding projects.
- Draft 2012-2021 TIP – Mr. Stanley & Mr. Argabright also explained that the Draft 2015-2021 TIP will be re-released in the fall 2013.
- Funding for Bicycle and Pedestrian Projects – Ms. Diane Hampton, NCDOT Division 9 reported to TCC members that some funding is available for bicycle and pedestrian projects. She explained that is anyone if Division 9 would like to submit a project for consideration to contact her.
- Cabarrus Rowan MPO Socioeconomic Forecasts - Phil Conrad called members’ attention to Table 1 and Table 2 in their packets. He reviewed the tables with the members and explained that the population projections had been updated with current census data. He also reported that MPO Staff is working with WSSAC who has hired a consultant to determine population and employment projections for Cabarrus County in the future.
- 2008 Ozone Transportation Conformity Demonstration – Phil advised TCC members that the Conformity Report will soon be going out for public comment.

### **Information Items**

- Concord Express, Salisbury Transit, Rowan Express and RIDER Transit Ridership Information - Phil called the TCC members’ attention to the ridership information included in their packets.

### **Adjournment**

With no other business to consider, TCC Chairman made a motion to adjourn the meeting and Mr. Josh Watkins seconded the motion. Members adjourned the meeting.

The next meeting will be February 20, 2013