



**Kerr-Tar RPO Transportation Advisory Committee & Technical Coordinating Committee
Meeting Minutes**

Meeting Date: Thursday, February 23, 2023

Meeting Time: 3:00 PM – 4:30 PM

Meeting Location: Held via Zoom

Pursuant to NCGS §138A-15(e): ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER

In accordance with the State Government Ethics Act, it is the duty of every TAC member to avoid conflicts of interest. *Does any TAC member have any know conflict of interest with respect to matters coming before the TAC today?* If so, please identify the conflict and refrain from any participation in the particular matter involved.

TCC Members Present via Zoom:

Mr. Barry Baker, Planning Director, Granville County & TCC Chair
Mr. Brandon Jones, PE, Division Engineer, NCDOT Division 5
Ms. Brooke Nance, Planner II, Franklin County
Mr. Carroll Harris, Mayor, Town of Macon
Ms. Cheryl Hart, Planning Director, City of Oxford
Mr. Harry Mills, Economic Development Director, Granville County
Mr. Justin Jorgensen, Senior Transportation Planner, Granville County
Ms. Katherine Cathey, County Manager, Person County
Ms. Lauren Johnson, Planning Director, City of Roxboro
Mr. Michael Ciriello, Planning Director, Town of Butner
Mr. Michael Kelly, Planning Director, Kerr-Tar COG
Mr. Philip Geary, PE, Transportation Engineer III, NCDOT Transportation Planning Division
Mr. Tracy Parrot, PE, Deputy Division Engineer, NCDOT Division 5

TAC Members Present via Zoom:

Mr. Jason Thomas, Commissioner, Person County
Mr. Russ May, Commissioner, Granville County
Mr. Tom Lane, Town of Butner Councilmember & TAC Chair
Mr. Walter Gardner, Jr., Mayor, Town of Warrenton

Kerr-Tar Staff and Others Present:

Ms. Jennifer Edmonds, Regional Program Coordinator & SRTS Coordinator, Kerr-Tar COG
Mr. Sam Boswell, Regional Transportation Planner & RPO Coordinator, Kerr-Tar COG

I. Roll Call of TCC & TAC to Establish Quorums; Call the TCC & TAC Meeting to Order

The meeting begins at 3:00pm and quorums are established by roll call for both committees. TCC Chair Baker calls the TCC meeting to order. TAC Chair Lane calls the TAC meeting to order.

II. TAC Action Item I – *Annual Selection of Officers*

RPO Bylaws dictate that TAC Officers (Chair & Vice-Chair) are to be selected at the first meeting of each calendar year. 2022 TAC Chair Lane opens the floor for nominations.

- Walter Gardner nominates Tom Lane to serve as 2023 TAC Chair. Russ May seconds the nomination. There being no other nominations, the vote is taken by roll call and all members vote in favor Mr. Lane's appointment.
- Russ May nominates Emma Stewart to serve as 2023 TAC Vice-Chair. Tom Lane seconds the nomination. There being no other nominations, the vote is taken by roll call and all members vote in favor Ms. Stewart's appointment.

III. TAC Action Item II – *Approval of August 25, 2022 Meeting Minutes*

TAC Chair Lane requests a motion to approve the August 25, 2022 RPO TCC/TAC meeting minutes as provided in the agenda packet. A motion is made by Russ May and seconded by Walter Gardner. The vote is taken by roll call and all members vote in the affirmative.

IV. TCC Action Item I – *Approval of October 20, 2022 Meeting Minutes*

TCC Chair Baker requests a motion to approve the October 20, 2022 RPO TCC meeting minutes as provided in the agenda packet. A motion is made by Harry Mills and seconded by Carroll Harris. The vote is taken by roll call and all members vote in the affirmative.

V. TCC/TAC Action Item I – *Approval of Resolutions Supporting Grants Applications*

RPO Staff presents several grant applications that have either been recently submitted or will soon be submitted and requests TCC/TAC support. The grants include the following:

- NCDOT Integrated Mobility Division Feasibility Studies Grant
 - Granville County application – *East Coast Greenway alignment from Oxford to VA border, passing through Stovall.*
 - Person County application – *rails with trails greenway alignment through Person County, towards American Tobacco Trail in Durham.*
 - Warren County application – *multi-use path near US-158 corridor, connecting Macon, Norlina, and Warrenton.*
 - Town of Warrenton application – *greenway corridor along Horse Creek near downtown Warrenton.*
- Safe Routes to School Non-Infrastructure Grant, Kerr-Tar COG
- Congestion Mitigation & Air Quality (CMAQ) Grant, City of Oxford – *funding for Industry Drive sidewalk project.*
- RAISE Grant FY23, Town of Butner – *Central Avenue redevelopment project; multi-modal improvements and shared storm water facilities.*

TCC Chair Baker requests a motion to recommend to the TAC that these applications be endorsed. Mike Ciriello motions, Harry Mills seconds. The vote is taken by roll call and all members vote in the affirmative.

TAC Chair Lane requests a motion to endorse these applications. Russ May motions, Walker Gardner seconds. The vote is taken by roll call and all members vote in the affirmative.

VI. TCC/TAC Action Item II – Approval of Amended KTRPO FY22-23 Planning Work Program

RPO Staff requests approval of amended FY22-23 RPO Planning Work Program due to changing priorities, shifted schedules, and other modifications in RPO activities. This amendment only involves transferring funds between line items; there is no change to the overall RPO budget.

TCC Chair Baker requests a motion to recommend to the TAC that these amendments be approved. Cheryl Hart motions, Lauren Johnson seconds. The vote is taken by roll call and all members vote in the affirmative.

TAC Chair Lane requests a motion to approve the PWP amendments. Walker Gardner motions, Russ May seconds. The vote is taken by roll call and all members vote in the affirmative.

VII. Presentation: “RPO 101: The Purpose of TACs and TCCs”

RPO Staff presents the fundamentals of TACs and TCCs. These fundamentals include the origin of RPOs, the relationship between the RPO and the COG, the RPO’s core duties and responsibilities, the role of TACs and TCCs, and the procedures and purpose of RPO meetings.

Further detail can be found in the RPO’s Memorandum of Understanding (MOU) and in the TAC’s and TCC’s Bylaws.

VIII. Current & Upcoming Funding Opportunities

TCC Chair Baker turns the time over to RPO Staff to cover the following current and upcoming funding opportunities:

Carbon Reduction Program:

- Examples of eligible projects: construction of new sidewalks, projects to improve traffic flow and/or reduce idling, electric vehicle charging stations.
- Applications are due **March 17th** and will be submitted through the RPO.

NCDOT’s Multimodal Planning Grant Initiative:

- Any municipality is eligible to apply for a bicycle, pedestrian, or multimodal planning grant or plan update.
- Municipalities under 10,000 population are also eligible for a project acceleration study.
- Applications are due **April 10th**. Interested municipalities should contact the RPO so that resolutions of support can be passed at the March RPO meeting.

Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant FY23:

- USDOT discretionary grant awarded for surface transportation projects that will have a significant local or regional impact and improve transportation infrastructure. Projects can be used for planning and design as well as construction.
- Current application cycle closes **February 28th**. Interested municipalities should begin preparing now for the next application window and request RPO assistance if necessary.

Volkswagen Mitigation Settlement Funds, Phase 2:

- Available funds for electric vehicle charging stations (Level 2) will close on **March 31st**.

IX. NCDOT Maintenance Reports

RPO Staff shares two start of study updates:

- Granville County – replacing Bridge 74 over the Tar River on SR 1113 (Belltown Rd)
- Warren County – replacing Bridge 16 over Ben’s Creek of SR 1509 (Odell Littleton Rd)

X. NCDOT Division 5 Reports & News

Project Updates:

- Brandon Jones and Tracy Parrott presented projects updates for the Kerr-Tar region. A full list of project updates is provided in the agenda packet supplement as well as in the meeting slides, all of which were distributed prior to the meeting.

News & Events:

- NCDOT is hosting a virtual info session and 6 open house meetings throughout the state to gather public feedback on the N.C. Clean Transportation Plan. The plan is meant to guide officials as more people convert to using electric and autonomous vehicles.
- The NCDOT Spring Litter Sweep will be held April 15-29. RPO Staff will send out materials and information to RPO members that can be used for communications and social media outreach.

XI. Other Business

TCC Chair Baker turns the time over to RPO Staff to cover the following RPO items:

Thriving Communities Program finalists:

- Warren County and the Town of Butner have been named finalists for USDOT’s Thriving Communities Program, which is a technical assistance program that would provide support for 2 years of planning work in fields such as transportation and housing. The RPO partnered with both applicants and will continue to pursue programs such as this to increase the planning capacity of RPO members.

Granville County East Coast Greenway Feasibility Study:

- The RPO and a team of consultants recently finished the Granville County East Coast Greenway Feasibility Study from Butner to Oxford. Results will be presented at the RPO's March meeting.

S-Line Transit-Oriented Development (TOD) Study:

- The final rounds of public engagement were conducted in December. A readiness report and implementation plan should be available sometime this spring. More updates to follow in the March meeting.

Kerr-Tar Safe Routes to School and Clean Fuels Advanced Technology (CFAT) Programs:

- Jennifer Edmonds is the new Regional Programs Coordinator at the Kerr-Tar COG, covering both of these programs.

REMINDER: State Ethics Commission Filings:

- All TAC members and alternates are required to complete two filings with the State Ethics Commission each year: a **Statement of Economic Interest** (SEI) form and a **Real Estate Disclosure** (RED) form. Forms are due on April 17th this year.

XII. Public Comment

Mike Ciriello comments on the importance of planning regional greenway corridors that benefit every county in the Kerr-Tar Region. For example, planning efforts with the East Coast Greenway Alliance should consider the NC Lakes District Regional Bike Plan as well as the potential for a greenway connection along the Southeast High-speed Rail Corridor (S-Line).

XIII. Adjournment

TCC Chair Baker requests a motion to adjourn, which was made by Lauren Johnson and seconded by Cheryl Hart. All TCC members vote to adjourn. The TCC meeting adjourns.

TAC Chair Lane requests a motion to adjourn, which was made by Russ May and seconded by Walter Gardner. All TAC members vote to adjourn. The TAC meeting adjourns.