



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

Meeting Date: Thursday, June 22, 2023

Meeting Time: 3:00 PM – 4:30 PM

Meeting Location: The meeting was conducted as a hybrid meeting. Members were present via Zoom or at 1724 Graham Avenue, Henderson, NC 27536. The date, time, and room location were made available to the public.

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:

Barry Baker, Planning Director, Granville County & TCC Chair
Brandon Jones, PE, Division Engineer, NCDOT Division 5
Carroll Harris, Mayor, Town of Macon
Charla Duncan, Director of Community & Economic Development, Warren County
Cheryl Hart, Planning Director, City of Oxford
Chris Bowley, Planning Director, Person County
Diane Cox, Executive Director, Kerr-Tar COG
Jason Rogers, Assistant Planning & Inspections Director, Franklin County
Jordan McMillen, Town Manager, Town of Butner
Katie Rhyne, Acting Planning Director, Town of Butner
Keith Callahan, Planning Director, Vance County
Kim Denton, County Manager, Franklin County
Lauren Johnson, Planning Director, City of Roxboro
McKinley Perkinson, Economic Development Director, Vance County
Mitch Fleig, Transportation Director, PATS
Nick Morrison, Transportation Planner, NCDOT Integrated Mobility Division
Paylor Spruill, Assistant City Manager, City of Henderson & TCC Vice-Chair
Philip Geary, PE, Transportation Engineer III, NCDOT Transportation Planning Division
Sean Medlin, Town Administrator, Town of Louisburg
Phillip Slaytor, Planning Director, Town of Louisburg
Tracy Parrot, PE, Deputy Division Engineer, NCDOT Division 5

TAC Members Present:

Emma Ruth Stewart, Town of Louisburg Councilmember & TAC Vice-Chair

Russ May, County Commissioner, Granville County

Tom Lane, Town of Butner Councilmember & TAC Chair

Walter Powell Sr., County Commissioner, Warren County

Kerr-Tar Staff and Others Present:

Amin Mohamadi Hezaveh, Corridor Development Engineer, NCDOT Division 5

Christopher Neal, Mayor, Town of Louisburg

Karyl Fuller, Senior Planner & RPO Director, Triangle J COG

Katie Connor, Assistant to the Executive Director, Kerr-Tar COG

Kenia Gomez-Jimenez, Communications & Administrative Coordinator, Kerr-Tar COG

Madeline Galliano, Regional Transportation Planner & RPO Director, Kerr-Tar COG

Mark Eatman, Statewide Initiatives Engineer III, Technical Services Unit NCDOT

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

The meeting begins at 3:10pm and quorums are established by roll call for both committees. TCC Chair Barry Baker calls the TCC meeting to order. TAC Vice-Chair Stewart calls the TAC meeting to order.

II. TCC/TAC Action Item I – Approval of February 23, 2023 Meeting Minutes

TCC Chair Barry Baker requests a motion to approve the February 23, 2023 TAC/TCC meeting minutes as provided in the agenda packet. A motion is made by Philip Slaytor and seconded by Carroll Hart. The vote is taken and all members vote in the affirmative.

TAC Chair Tom Lane requests a motion to approve the February 23, 2022 TCC/TAC meeting minutes as provided in the agenda packet. A motion is made by Emma Ruth Stewart and seconded by Russ May. The vote is taken by and all members vote in the affirmative.

III. Presentation and General Overview of CMAQ (Congestion Mitigation and Air Quality) & CRP (Carbon Reduction Program)

a. The Statewide Initiatives Engineer with NCDOT, Mark Eatman, presents

IV. TCC/TAC Action Item II – Resolution Endorsing Louisburg CMAQ Project Transfer

The City of Roxboro is applying for the NCDOT Multimodal Planning Grant Program. The city has elected to apply for a Project Acceleration Plan rather than a Pedestrian Plan Update, which offers a shorter study schedule and primarily focus on priority project identification and project implementation.

TCC Chair Barry Baker requests a motion to recommend to the TAC that this project transfer be endorsed by the RPO. Lauren Johnson motions, Keith Callahan seconds. The vote is taken and all members vote in the affirmative.

TAC Chair Tom Lane requests a motion to endorse this project transfer. Emma Ruth Stewart motions, Russ May seconds. The vote is taken and all members vote in the affirmative.

V. TCC/TAC Action Item III – Resolution *Endorsing Roxboro CMAQ Project*

TCC Chair Barry Baker requests a motion to recommend that the TAC approve the Roxboro CMAQ Project Application as provided in the agenda packet. A motion is made by Philip Slaytor and seconded by Keith Callahan. The vote is taken and all members vote in the affirmative.

TAC Chair Tom Lane requests a motion to approve the Roxboro CMAQ Application. Russ May motions, Emma Ruth Stewart seconds. The vote is taken and all members vote in the affirmative.

VI. TCC/TAC Action Item IV – Carbon Reduction Program (CRP) Recommendation: Town of Butner

TCC Chair Barry Baker requests a motion to recommend that the TAC approve the CRP Recommendation for the Town of Butner. Philip Slaytor motions, Carroll Harris seconds. The vote is taken and all members vote in the affirmative.

TAC Chair Tom Lane requests a motion to support the TCC recommendation regarding the CRP Recommendation. Russ May motions, Emma Ruth Stewart seconds. The vote is taken by and all members vote in the affirmative.

VII. TCC/TAC Action Item IV – Approval of Fiscal Year 2023 Quarter 4 Budget Amendment

TCC Chair Barry Baker requests a motion to recommend that the TAC approve the Fiscal Year 2023 Quarter 4 Budget Amendment. Lauren Johnson motions, Chris Bowley seconds. The vote is taken and all members vote in the affirmative.

TAC Chair Tom Lane requests a motion to support the TCC recommendation regarding the Approval of Fiscal Year 2023 Quarter 4 Budget Amendment. Emma Ruth Stewart motions, Russ May seconds. The vote is taken by and all members vote in the affirmative.

VIII. Presentation: Prioritization 7.0 Overview

Karyl Fuller with TARPO

IX. Current & Upcoming Funding Opportunities

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

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.

USDOT Charging & Fueling Infrastructure (CFI) Discretionary Grant Program:

- This is a new competitive grant program created by the BIL to strategically deploy publicly accessible electric vehicle charging and alternative fueling infrastructure.
- Applications are **due May 30th**.

X. NCDOT Division 5 Reports & News

Project Updates:

- Tracy Parrott presented project updates for the Kerr-Tar region. There have been few changes since the project memo in February.
- The window for project swaps in the Draft 2024-2033 STIP is now closed. The BOT is expected to adopt the 2024-2033 STIP soon, as preparations begin for Prioritization 7.0.

News & Events:

- The NCDOT Spring Litter Sweep will be held April 15-29. RPO Staff has sent 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:

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

- The final TOD report is expected to be complete in May.
- This summer, NCDOT will begin their NC Regional S-Line Mobility Hub study.

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

- NCDOT still has not announced recipients of the Safe Routes to School Non-Infrastructure Grant Program. If awarded, this funding would extend KTCOG's Safe Routes to School Program for another 3 years.

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

There was no comment from the public.

This meeting is Sam Boswell's last meeting as RPO Coordinator for the Kerr-Tar region. Beginning in April, he will be the RPO Director for the Cape Fear region. TAC and TCC members thanked him for his work and wished him well on his new opportunities.

XIII. Adjournment

TCC Chair Baker requests a motion to adjourn, motion given by Lauren Johnson and seconded by Keith Callahan. All TCC members vote to adjourn. The TCC meeting adjourns.

TAC Chair Tom Lane requests a motion to adjourn, motion given by Emma Ruth Stewart and seconded by Russ May. All TAC members vote to adjourn. The TAC meeting adjourns.