

Meeting Agenda

RPO Technical Advisory Committee

February 27th, 2020 – 11:30 French Broad Room (Large) Conference Room

Land of Sky Regional Council

1. WELCOME AND HOUSEKEEPING

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| A. Welcome and Introductions | Matt Wechtel |
| B. Ethics Statement & Agenda Approval/Modifications | Matt Wechtel |

2. APPROVAL OF PREVIOUS TCC MEETING MINUTES

- | | |
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| Minutes from the RPO TAC September 26 th , 2019 Meeting | Matt Wechtel |
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3. PUBLIC COMMENT

4. LAND OF SKY RPO TAC BUSINESS Items

- | | |
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| A. P6.0 Update, DRAFT LOSRPO Highway Project List | Vicki Eastland |
| B. DRAFT LOSRPO PWP | Vicki Eastland |
| C. LOSRPO 2020 Meeting Schedule | Vicki Eastland |
| D. Elect New TAC Chair and Vice Chair | Vicki Eastland |
| E. Traffic Safety Presentation | Bucky Galloway,
Western Region Traffic
Safety Engineer |

5. PUBLIC COMMENT

6. REGULAR UPDATES

- | | |
|-------------------------------------|------------------------|
| A. NCDOT Division 13 and 14 updates | Mark Gibbs/Brian Burch |
| B. Staff Updates and Housekeeping | Vicki Eastland |

7. ADJOURN LOSRPO MEETING

Matt Wechtel

Upcoming Meeting

Land of Sky RPO TCC Meeting on March 12, 2020

Land of Sky RPO TAC Meeting on March 26, 2020

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Item 1B: Ethics Statement

ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER

(To be read by the Chair or his or her designee at the beginning of each meeting)

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

2. APPROVAL OF PREVIOUS MEETING MINUTES:

Land of Sky Rural Planning Organization
Technical Advisory Committee
Minutes – September 26th, 2019

Attendees:

Vicki Eastland
 Steve Williams
 Wanda Austin
 Brownie Newman
 Matt Wechtel

Charlie Landreth(Phone)
 Emily Scott-Cruz
 Tristan Winkler
 Hannah Cook
 Kevin Ensley

Mike Hawkins
 Ritchie Rozzelle
 Nick Kroncke

WELCOME AND INTRODUCTIONS

(Meeting opened by going over Division 13 & 14 brief updates while waiting for an attendee to arrive and chair the meeting.)

Chair Landreth (on the phone) handed over the running of the meeting to Vice Chair Matt Wechtel who called the meeting to order, welcomed attendees and requested introductions. He read the Ethics Statement, and requested, if there were any conflicts, which would preclude TAC members from voting on business items, to state such for the record, and to refrain from participating in the matter.

Brownie moved to approve the agenda as presented. Kevin Ensley seconded and the motion carried without further discussion.

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APPROVAL OF TAC MINUTES

Matt Wechtel moved to approve the minutes from the February 28, 2019 LOSRPO TAC meeting. Steve Williams seconded and the motion carried without further discussion.

PUBLIC COMMENTS

No public comments were received.

BUSINESS

LOSRPO Letters of Support for Rural Transit Providers FTA 5310 Elderly and Persons Living w/ Disabilities Applications NCDOT PTD Vicki Eastland

This year, there were three applicants—Haywood County to continue program, Transylvania County to continue current voucher program that contracts with local providers that allows people to transport individuals qualifying for funds out of the county for medical appointments, LOS Senior Companion Program to continue program that provides senior companion volunteers that provide individual transportation by giving fuel money to volunteers.

Vicki Eastland requested that the RPO TAC vote to approve three letters of support for funding.

Kevin Ensley motioned to approve and Mike Hawkins seconded the motion to approve. Motion passed without discussion.

Regional Trail Work Group Update

Tristan Winkler

MPO and RPO has been working at creating a high-level vision of what a regional trail could look like without imagining new greenways, but by combining existing plans and improve regional connectivity. Work group encouraged the trails that ended up in the plan should be ones that connect to more than one county. There is approximately 150 miles of proposed trails and greenways, of which only 12 are currently built. Many don't have alignments yet. For a lot of the sections, we have proposed straight lines (Mills River to Brevard for example). Again, all of these are based either on existing trails or existing local plans. Some are not included in local plans such as the Weaverville to Mars Hill stretch. This was proposed because of the more reasonable connection from Weaverville to Mars Hill as opposed to Weaverville to Marshall. Town of Canton is having discussions about a path not yet written in a plan too. Work group asked to be shown future connections, especially Fonta Flora Trail—a planned greenway that would

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connect to East Asheville, and to be shown natural assets existing. Another facet of the work group was branding. It was recommended that the name Hellbender WNC Trail Network be the name for the plan to pay homage to the native salamander, sound tough, be marketable for tourism, while simultaneously reflecting local character. We will be coming out with a draft of the plan later this year.

No action by the board needed on this item.

C. NCDOT I-26 Communications Plan

Wanda Austin providing update via phone because David Uchiyama is not present.

We held a media day on 11/25, officially kicking off the I-26 project. From that, we had radio stations and TV stations present. We just wanted to get across the message that over the next 4 years, there will be a lot going on and that the traveling public knows not to “be the rubbernecker” and look back at construction activities going on. There should be a social media campaign starting today with regular updates along with regular updates in news outlets.

Ritchie R. asked what social media accounts would have updates.

Wanda Austin said it will be updated through Twitter, Facebook, and news media. It will be updated in the Interstate Corridors account, NCDOT, and Division account (?)

No action by the board needed on this item.

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Complete Streets Policy Update

Vicki Eastland

At August 8th NCDOT Board or Transportation Meeting a new Complete Streets Policy was adopted. The most important aspects of the policy being the cost share and the construction of bicycle, pedestrian, and transit facilities in conjunction with highway projects. If your jurisdiction has locally, county, RPO, or state adopted plan that identifies bike/ped/transit project that falls within the limits of a funded highway corridor project, it will be constructed and paid for in full by NCDOT. If it is not in a plan but is deemed necessary, then it can be constructed in that process but will have a local cost share.

Hannah Cook, NCDOT, received citizen of Mars Hill call this week with requests for sidewalks. If that is not in portion of plan though, how do we respond to interest?

Vicki refers citizens back to Madison County, the Town of Marshall, Town of Mars Hill or the Town of Hot Springs for discussions relating to the construction of sidewalks within their jurisdiction.

Steve Williams NCDOT Div. 14 added that NCDOT paying full amount would mean that they pay what the typical for example, a 5 foot sidewalk, Even if plan has 10foot requirements for sidewalks, NCDOT will cover the 5 feet but the rest will be cost share for betterment of the additional 5 feet.

No action by the board needed on this item.

2020 – 2029 STIP and SPOT6.0 Timeline updates

Vicki Eastland

Draft STIP was adopted with no significant changes from the draft with the exception of some date shifting. The RPO's portion of STIP is available on RPO website. This STIP is a product of SPOT 5.0 process. We are entering into SPOT 6.0 process now. The process has been delayed due of funding challenges in Raleigh due to the law suit regarding the MAP Act that has resulted in a high cost for payments for ROW. MAP Act declared unconstitutional which resulted in lawsuits that are being paid by NCDOT now. Also the increased funding that was spent in response to natural disasters, hurricanes, flooding, rock slides, snow removal. The new schedule for project submittal will have the vote in February for draft list for RPO and final list in March. Projects must be submitted by end of April. We'll do public survey summer/fall of 2020 and it'll be February 2021 before we get scores back, and it'll be February 2022 when the Draft STIP is released.

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NCDOT Preliminary Engineering Project Suspension List

Steve Williams

Steve Williams, NCDOT Div. 14, provided updates on project suspension. Also informed group that as of this week, only a few projects are on hold due to second year bond money that has been released. Previously, projects were on hold because of NCDOT cash flow, MAP act, and emergency fund issues.

Wanda added that projects to petition for restarting are being looked at to see which ones can/need to be restarted.

No action by the board needed on this item.

PUBLIC COMMENT

REGULAR UPDATES AND ANNOUNCEMENTS

Hannah Cook provided Division 13 updates.

Steve Williams provided Division 14 updates.

Daniel Sellers provided NCDOT TPD updates.

ADJOURNMENT

Matt W. entertained motion to adjourn. Brownie moved to adjourn. Kevin E. seconded.

Staff recommended action:

Review and approve LOSRPO TAC meeting minutes from September 26th, 2019.

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4. LAND OF SKY RPO TAC BUSINESS

Item 4A: Prioritization 6.0 Update, DRAFT LOSRPO Highway Project List

NCDOT has released an updated schedule for P 6.0 that moves several key dates for the process. Here is a table of Key Dates in the process:

Prioritization Task	Estimated Date
Local Meetings to select project submittals	September 2019- January 2020
DRAFT Projects Submittal list	February, 2020
Final Project List Approved by LOS TAC	March 2020
Project Prioritization Public Survey	Summer – Fall 2020
DRAFT Statewide Programmed Projects and SPOT Scores Released	End of February 2021
LOSRPO Local Input Point Methodology Due	March 1st, 2021
Local Input Points for Regional Input Projects Due	May 28th, 2021
Local Input Points for Division Needs Projects Due	October 29th 2021
DRAFT 2023-2032 STIP Released	February 2022

Project List

In this round of prioritization, Land of Sky RPO has 16 new Project submittals for each mode of transportation. In addition to new submittals, Land of Sky RPO has five carryover highway projects, three in Transylvania Co. and two in Madison Co. Land of Sky RPO Staff has held meetings with staff and elected officials from each RPO county to gather input on the DRAFT LOSRPO SPOT 6.0 Project Submittal list. This list represents the Highway Projects; there are bicycle and pedestrian projects in Transylvania County/City of Brevard and remaining Bike/Ped slots. There are Public Transit Projects in Transylvania County and potentially Madison County. Land of Sky RPO will continue to enter projects into the SPOT On!ine tool for testing, and work with NCDOT Division 13/14 staff as well as SPOT office staff to improve submitted projects. The final list will come back before the TCC/TAC at the March meetings. The DRAFT LOSRPO P6.0 Highway Project list can be viewed here <http://landofskyrpo.org/wp-content/uploads/2020/02/LOSRPO-DRAFT-Submittal-List.pdf>

Staff Recommendations:

Review the DRAFT Project List, vote to approve Draft list for public comment before final project list is approved at March TAC meeting.

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Item 4B DRAFT LOSRPO PWP

Vicki Eastland

Land of Sky RPO staff has submitted the FY 2020-2021 Draft PWP to NCDOT TPD for review. The Draft was approved by NCDOT and the LOSRPO TCC at their February 13th meeting. The format which shows the breakout of direct charges to the RPO, travel and indirect more accurately reflect the funding spent on specific tasks. For the most part the PWP is set up as a continuation of ongoing work RPO staff performs each year.

**FY 2020-2021
PLANNING WORK PROGRAM
ANNUAL PROPOSED FUNDING SOURCES TABLE**

Land of Sky Rural Planning Organization

TASK CODE	WORK CATEGORY	RPO PROGRAM FUNDS		
		LOCAL 20%	STATE 80%	TOTAL
I. DATA COLLECTION AND ASSESSMENT				
I-1	DATA COLLECTION AND ASSESSMENT	\$ 2,400	\$ 9,600	\$ 12,000
I-1.1	Highway			
I-1.2	Other Modes			
I-1.3	Socioeconomic			
I-1.4	Title VI			
II. TRANSPORTATION PLANNING				
II-1	COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT	\$ 2,600	\$ 10,400	\$ 13,000
II-1.1	Develop CTP Vision			
II-1.2	Conduct CTP Needs Assessment			
II-1.3	Analyze Alternatives and Environmental Screening			
II-1.4	Develop Final Plan			
II-1.5	Adopt Plan			
II-2	PRIORITIZATION	\$ 3,000	\$ 12,000	\$ 15,000
II-2.1	Project Prioritization			
II-3	PROGRAM AND PROJECT DEVELOPMENT	\$ 1,400	\$ 5,600	\$ 7,000
II-3.1	STIP Participation			
II-3.2	Merger / Project Development			
II-4	GENERAL TRANSPORTATION PLANNING	\$ 3,957	\$ 15,827	\$ 19,784
II-4.1	Regional and Statewide Planning			
II-4.2	Special Studies, Projects and Other Trainings			
III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES				
III-1	ADMINISTRATIVE ACTIVITIES	\$ 2,800	\$ 11,200	\$ 14,000
III-1.1	Administrative Documents			
III-1.2	TCC / TAC Work Facilitation; Ethics Compliance			
III-1.3	Program Administration			
IV. DIRECT COSTS				
IV-1	PROGRAMMATIC DIRECT CHARGES	\$ 480	\$ 1,920	\$ 2,400
IV-1.1	Program-wide Direct Costs			
IV-2	ADVERTISING	\$ 200	\$ 800	\$ 1,000
IV-2.1	News Media Ads			
IV-3	LODGING, MEALS, INCIDENTALS	\$ 640	\$ 2,560	\$ 3,200
IV-3.1	Hotel Costs			
IV-3.2	Meal Costs			
IV-3.3	Incidentals			
IV-4	POSTAGE	\$ 4	\$ 16	\$ 20
IV-4.1	Mailings			
IV-5	REGISTRATION / TRAINING	\$ 200	\$ 800	\$ 1,000
IV-5.1	Conference Registration			
IV-5.2	Meeting / Workshop / Training Fees			
IV-6	TRAVEL	\$ 1,260	\$ 5,040	\$ 6,300
IV-6.1	Mileage Reimbursement			
IV-6.2	Car Rental Costs			
IV-6.3	Other Travel Expenses			
V. INDIRECT COSTS				
V-1	INDIRECT COSTS APPROVED BY COGNIZANT AGENCY FY 18-19	\$ 7,653	\$ 30,612	\$ 38,265
V-1.1	Incurred Indirect Costs			
TOTAL		\$ 26,594	\$ 106,375	\$ 132,969

Approved by the TAC on: _____ 20__

Signature, TAC Chairman

Signature, RPO Secretary

FY 2020-2021
PLANNING WORK PROGRAM
Narrative
LOS Rural Planning Organization

I. DATA COLLECTION AND ASSESSMENT

I-1 DATA COLLECTION AND ASSESSMENT \$ 12,000.00

- I-1.1 Highway**
Conduct CTP Needs Assessment and other hwy data assessments as needed
- I-1.2 Other Modes**
RPO staff will continue to work with members to conduct bike/ped counts where requested/Continue work w/ Public Transit Providers
- I-1.3 Socioeconomic**
RPO staff will continue to track SE data as needed
- I-1.4 Title VI**
RPO staff will continue to track Title VI data

II. TRANSPORTATION PLANNING

II-1 COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT \$ 13,000.00

- II-1.1 Develop CTP Vision**
RPO staff will work w/TPD and Counties on CTP updates, wrap up Transylvania Co and FBRMPO, potentially start Madison County
- II-1.2 Conduct CTP Needs Assessment**
RPO staff will work w/TPD and Counties on CTP updates, wrap up Transylvania Co and FBRMPO, potentially start Madison County
- II-1.3 Analyze Alternatives and Environmental Screening**
RPO staff will work w/TPD and Counties on CTP updates, wrap up Transylvania Co and FBRMPO, potentially start Madison County
- II-1.4 Develop Final Plan**
RPO staff will work w/TPD and Counties on CTP updates, wrap up Transylvania Co and FBRMPO, potentially start Madison County
- II-1.5 Adopt Plan**
RPO staff will work w/TPD and Counties on CTP updates, wrap up Transylvania Co and FBRMPO, potentially start Madison County

II-2 PRIORITIZATION \$ 15,000.00

- II-2.1 Project Prioritization**
RPO staff will conduct all necessary work for SPOT6.0

II-3 PROGRAM AND PROJECT DEVELOPMENT \$ 7,000.00

- II-3.1 STIP Participation**
RPO staff will review and provide comment on STIP results of SPOT5.0 and SPOT6.0
- II-3.2 Merger / Project Development**
RPO staff will continue to participate in the design process of projects in our region

II-4 GENERAL TRANSPORTATION PLANNING \$ 19,784.00

- II-4.1 Regional and Statewide Planning**

RPO staff serves on a number of NCARPO statewide committees, this work will continue. Attend NCARPO meetings, NCAMPO conference, National RPO-NADO participation, FBRMPO meetings,
- II-4.2 Special Studies, Projects and Other Trainings**

RPO staff will continue planning for CMAQ, Park n Ride counts and surveys, Hellbender Regional trail wg, and other regional and statewide planning projects and other special studies as needed.

III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES

III-1 ADMINISTRATIVE ACTIVITIES

\$ 14,000.00

III-1.1 Administrative Documents

RPO staff will maintain RPO admin documents, PWP and quarterly invoices and annual report

III-1.2 TCC / TAC Work Facilitation; Ethics Compliance

RPO staff will facilitate TCC/TAC

III-1.3 Program Administration

Other necessary administrative issues.

IV. DIRECT COSTS

IV-1 PROGRAMMATIC DIRECT CHARGES

\$ 2,400.00

IV-1.1 Program-wide Direct Costs

NADO dues, BOX GIS account, RPO equipment and maintenance as needed

IV-2 ADVERTISING

\$ 1,000.00

IV-2.1 News Media Ads

Prioritization ads other ads as needed for public involvement

IV-3 LODGING, MEALS, INCIDENTALS

\$ 3,200.00

IV-3.1 Hotel Costs

Travel to 4 NCARPO quarterly meetings and the annual MPO Conference. Travel to Statewide workgroup meetings other conferences/trainings NCAUG, othe GIS trainings.

IV-3.2 Meal Costs

Per diem

IV-3.3 Incidentals

Parking fees

IV-4 POSTAGE

\$ 20.00

IV-4.1 Mailings

As needed for Title VI and other correspondence

IV-5 REGISTRATION / TRAINING

\$ 1,000.00

IV-5.1 Conference Registration

NCAMPO Conference, GIS conferneces, NADO Rural Transportation conference etc

IV-5.2 Meeting / Workshop / Training Fees

other conferences/trainings NCAUG, other GIS trainings,

IV-6 TRAVEL

\$ 6,300.00

IV-6.1 Mileage Reimbursement

Travel including any trips that are not within staffs normal commute.

IV-6.2 Car Rental Costs

When it is cost effective to rent a car verses taking a personal vehicle.

IV-6.3 Other Travel Expenses

V. INDIRECT COSTS

V-1 INDIRECT COSTS APPROVED BY COGNIZANT AGNECY FY 18-19

\$ 38,265.00

V-1.1 Incurred Indirect Costs

Based on Indirect letter provided to NCDOT

TOTAL

\$ 132,969.00

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Staff Recommendations

Review and discuss as needed, Recommend TAC vote to approve the LOSRPO FY 2020-2021 Planning Work Program.

Item 4C. LOSRPO 2020 Meeting Schedule

Vicki Eastland

Land of Sky RPO TCC/TAC 2020 Meeting Schedule

Land of Sky RPO TCC – 2nd Thursday at 10:00 a.m. (unless otherwise noted)

February 13th, 2020

March 12th, 2020

June 11th, 2020

August 13th, 2020

November 19th, 2020 (Joint Meeting, 11:00AM)

Land of Sky RPO TAC – 4th Thursday at 11:30 a.m. (unless otherwise noted)

February 27th, 2020

March 26th, 2020

June 25th, 2020

August 27th, 2020

November 19th 2020 (Joint Meeting, 11:00AM)

Staff Recommendations:

No action required Information only.

Item 4D. Elect new TAC Chair and Vice Chair

Vicki Eastland

Because LOSRPO TAC Chair Charlie Landreth is no longer with City of Brevard. The TAC needs to hold an election of officers. At the last TAC officer election Charlie Landreth continued as the TAC Chair, and Matt Wechtel, Madison County was elected as Vice-Chair. The term is two years with the ability to serve two consecutive terms.

Staff Recommendations:

Nominate individuals and vote for new officers

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Item 4E. Traffic Safety Presentation Bucky Galloway, PE

Bucky Galloway, Western Regional Field Operations Engineer, will provide a presentation on Traffic Safety.

Staff Recommendations:

Informational only, no action required

5. PUBLIC COMMENT

6. REGULAR UPDATES

- A. NCDOT Division 13 and 14 updates
- B. Staff Updates

NCDOT Staff
Vicki Eastland

ANNOUNCEMENTS, NEWS, SPECIAL UPDATES

7. ADJOURN LOSRPO MEETING

Matt Wechtel

**Upcoming Meeting
Land of Sky RPO TAC March 26th, 2020
Land of Sky Regional Council**