



Meeting Agenda

RPO Technical Advisory Committee

March 22th, 2018 –11:30 French Broad Room (Large) Conference Room

Land of Sky Regional Council

1. WELCOME AND HOUSEKEEPING

- | | |
|---|----------------|
| A. Welcome and Introductions | Brownie Newman |
| B. Ethics Statement & Agenda Approval/Modifications | Brownie Newman |

2. APPROVAL OF PREVIOUS TCC MEETING MINUTES

- | | |
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| Minutes from the RPO TAC February 22nd, 2018 Meeting | Brownie Newman |
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3. PUBLIC COMMENT

4. LAND OF SKY RPO TAC BUSINESS Items

- | | |
|--|----------------|
| A. Adopt LOSRPO SPOT5.0 Scoring Methodology | Vicki Eastland |
| B. Draft LOSRPO FY 2018-2019 Planning Work Program PWP | Vicki Eastland |
| C. LOSRPO TAC Officer Elections | Vicki Eastland |
| D. LOSRPO Prioritization 5.0 Public Outreach/Survey | Vicki Eastland |

5. PUBLIC COMMENT

6. REGULAR UPDATES

- | | |
|---|-----------------------|
| A. NCDOT Division 13 and 14 updates | Jay Swain/Brian Burch |
| B. Transportation Planning Branch Updates | Daniel Sellers |
| C. Staff Updates and Housekeeping | Vicki Eastland |

7. ADJOURN LOSRPO MEETING

Brownie Newman

Next Meeting: June 28nd, 2018, 11:30 AM



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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 28, 2017**

Attendees:

Brownie Newman
Vicki Eastland
Brendan Merithew

Troy Wilson
Mike Sorrells
Zia Rifkin

Matt Wechtel
Nick Kroncke

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WELCOME AND INTRODUCTIONS

Chairman Newman called the meeting to order and welcomed attendees. He read the Ethics Statement, asked if there were any conflicts, and members responded that there were none. He then reviewed the Agenda that was presented with a modification to remove Business Item C- Officers Elections and to add Ethics Requirements for 2018.

Matt Wechtel moved approve the agenda, modified as requested. Michael Sorrells seconded and the motion carried without further discussion.

APPROVAL OF TAC MINUTES

Michael Sorrells moved to approve the minutes from the September 28, 2017 LOSRPO TAC meeting. Matt Wechtel seconded and the motion carried without further discussion.

PUBLIC COMMENTS

No public comments.

BUSINESS

Ethics Requirements for 2018: Zia Rifkin, Ethics Liaison, communicated to LOSRPO TAC members that annual ethics requirements must be completed by April 15, 2018. Ethics requirements include completing a Statement of Economic Interest (SEI), which for 2018 is combined with the Real Estate Disclosure (RED). Voting members of the TAC are required under North Carolina General Statutes (NCGS 136-211(f)) to file the SEI/RED annually. The following link provides information for the 2018 ethics filing <http://www.ncsbe.gov/Ethics/SEI/MPORPO-Filers>.

Draft FBRMPO/LOSRPO LCP for Adoption: Vicki Eastland shared that the RPO and MPO worked together to develop the updated Locally Coordinated Plan (LCP), also known as the Coordinated Public Transit-Human Services Transportation Plan. The plan provides goals for additional transit services for seniors and the disabled. The plan was originally adopted in 2009, amended in 2011 and a partial update in 2013. The plan can be found on the RPO website (<http://www.landofsky.org/rpo.html>) under important documents.

Michael Sorrells moved to approve the adoption of the joint FBRMPO/LOSRPO Locally Coordinated Plan (LCP). Matt Wechtel seconded and the motion carried without further discussion.

LOSRPO SPOT 5 Methodology – Vicki Eastland shared that today's request is for approval of the draft SPOT 5 methodology that is currently out for public

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comment. The final methodology will come before the TAC in March 2018. She communicated that as part of the STI Law, each planning organization (MPOs and RPOs) must develop a methodology to assign local input points to (Regional Impact and Division Needs tiers) transportation projects. Vicki Eastland communicated that for the the NCDOT SPOT score would be used in order to not duplicate efforts as NCDOT already calculates numbers for several categories. She also stated that local jurisdictions and municipalities would each be meeting to determine their priorities in the Regional Impact and Division Needs tiers. Vicki Eastland shared that NCDOT's methodology review committee has conditionally approved the draft methodology. She continued that this would come back before the TAC next month after a public comment period. ***The consensus of the LOSRPO TAC was that the methodology may continue to move forward.***

LOSRPO FY 2018 Meeting Schedule – Vicki Eastland shared that there are a couple of calendar changes to the RPO's 2018 meeting schedule. The TCC and TAC will now meet in March and will not have a meeting cycle in April, and the October meeting of the TAC will occur on the third Thursday (October 18, 2018) of the month, rather than the fourth.

No action requested- informational only.

LOSRPO Title VI Plan Update: Vicki Eastland shared that Title VI is a federal law that protects people from discrimination based on race, color and national origin in federally funded programs. Limited English Proficiency (LEP) and disadvantaged persons are covered under Title VI, as well. The NCDOT receives federal funding and must adhere to Title VI rules. The LOSRPO receives funding from NCDOT and also must adhere to Title VI requirements. NCDOT and The Federal Highway Administration Administration (FHWA) are currently updating the Title VI template for all MPO/RPO;s to use when updating Title VI plans. Vicki Eastland shared that the forms provided today would be used in the plan up and that the Title VI non-discrimination forms would be mailed out to voting members of the TAC. Jurisdictions in the RPO's planning region must post a Title VI non-discrimination poster for public inspection and complete demographic information requests for appointed members of the TAC, among other requirements.

No action requested- informational only.

REGULAR UPDATES AND ANNOUNCEMENTS

Brendan Merithew provided Division 13 updates

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Steve Williams provided Division 14 updates.
Daniel Sellers provided TPB updates.
Vicki Eastland provided Legislative updates.

ADJOURNMENT

The meeting adjourned, as there was no further business.

Staff recommended action:

Review and Approve Previous meeting minutes.

3. PUBLIC COMMENT

4. Land of Sky RPO TAC BUSINESS Items

Item 4A. Adopt Land of Sky RPO SPOT5.0 Scoring Methodology.

Vicki Eastland

The LOSRPO SPOT5.0 Scoring Methodology was brought before the TAC at the February 22nd Meeting, for preliminary review and approval. NCDOT gave conditional approval in January. The methodology was advertised and has been on the RPO website for review. There have been no comments to date. The LOSRPO TCC gave final endorsement at their meeting on March 8th for the TAC to adopt the methodology as presented

Staff recommended action:

Review and discuss as needed. Recommend vote to adopt LOSRPO SPOT5.0 scoring methodology for use in this round of prioritization.

Item 4B: LOSRPO Fy 2018-2019 Planning Work Program (PWP)

Land of Sky RPO staff has submitted the FY 2018-2019 Draft PWP to NCDOT TPD for review. The Draft was approved by NCDOT and the LOSRPO TCC at their March 8th meeting. The format is a little different this year. The main difference being the breakout of the direct charges to the RPO, travel and indirect. Those are now shown at the bottom of the table. The funds shown for each line item of work will 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 2018-2019
PLANNING WORK PROGRAM
Narrative
LOS Rural Planning Organization
(TEMPLATE)

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 work to update Title VI plan and continue to track Title VI data	
II. TRANSPORTATION PLANNING		
II-1 COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT		\$ 15,500.00
II-1.1 Develop CTP Vision	RPO staff will work w/TPD and Counties on CTP updates, Transylvania Co and FBRMPO	
II-1.2 Conduct CTP Needs Assessment	RPO staff will work w/TPD and Counties on CTP updates, Transylvania Co and FBRMPO	
II-1.3 Analyze Alternatives and Environmental Screening	RPO staff will work w/TPD and Counties on CTP updates, Transylvania Co and FBRMPO	
II-1.4 Develop Final Plan	RPO staff will work w/TPD and Counties on CTP updates, Transylvania Co and FBRMPO	
II-1.5 Adopt Plan	RPO staff will work w/TPD and Counties on CTP updates, Transylvania Co and FBRMPO	
II-2 PRIORITIZATION		\$ 10,000.00
II-2.1 Project Prioritization	RPO staff will complete the SPOT5.0 process and begin 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 DRAFT STIP results of SPOT5.0	
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		\$ 21,184.00
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, NC 280 path wg, and other regional and statewide planning projects. Transylvania Co. Bike plan, other special studies as needed.	
III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES		
III-1 ADMINISTRATIVE ACTIVITIES		\$ 15,000.00
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 \$ 120.00

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,

IV-5.2 Meeting / Workshop / Training Fees

other conferences/trainings NCAUG, othe 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. Vote to adopt the LOSRPO PWP.

Item 4C: LOSRPO TAC Officer Elections

Vicki Eastland

LOSRPO Memorandum of Understanding states that RPO TAC offices will serve a two-year term and are eligible to serve two or more terms. Current officers, Brownie Newman, Chair, Michael Sorrels, Vice Chair, were elected at the February 2015 RPO TAC meeting.

Staff Recommendations

Nominate officers.

Item 4D. LOSRPO Prioritization 5.0 Public Outreach/Survey

Vicki Eastland

Land of Sky RPO staff along with TDM and MPO staff have developed an interactive project map as well as surveys for each county of the projects submitted for prioritization in this round. The map and surveys can be found here: <http://www.landofsky.org/rpo.html#spot> Please share this link with interested parties. The survey will be open until April 30th. Results will be made available to each county to consider when deciding what projects to apply local input points to in this round.

Staff Recommendations:

Review and discuss. Share link with interested parties.

5. PUBLIC COMMENT

6. REGULAR UPDATES

- A. NCDOT Division 13 and 14 updates
- B. Transportation Planning Branch Updates
- C. Staff Updates

NCDOT Staff
Daniel Sellers
Vicki Eastland

ANNOUNCEMENTS, NEWS, SPECIAL UPDATES

7. ADJOURN LOSRPO MEETING

Brownie Newman

Next Meeting: June 28nd 2018, 11:30 AM
French Broad (Large Conference Room)
Land of Sky Regional Council