1. **WELCOME AND HOUSEKEEPING**

   A. Welcome and Introductions  
   B. Ethics Statement & Agenda Approval/Modifications  
   C. Agenda Approval/Modifications

2. **APPROVAL OF PREVIOUS TCC MEETING MINUTES**

   Minutes from the RPO TAC October 26th, 2016 Meeting

3. **PUBLIC COMMENT**

4. **BUSINESS**

   A. Review/Discuss DRAFT LOSRPO Draft STIP  
   B. Approval of LOSRPO FY 2018 Draft PWP  
   C. Continuation of LOSRC project for CMAQ funds  
   D. NCDOT Div 14 STIP Project Delivery Process

5. **REGULAR UPDATES**

   A. NCDOT Division 13 and 14 updates  
   B. Transportation Planning Branch Updates  
   C. Legislative Updates  
   D. Staff Updates and Housekeeping

6. **ADJOURN LOSRPO MEETING**

   Next Meeting: May 24th, 2017, 2:30 PM
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 RPO TAC MEETING MINUTES October 26th, 2016

Attendees:

Brownie Newman Pam Cook Matt Wechtel
Vicki Eastland Zia Rifkin
Ed Green Jason Chappell
Mike Sorrells Rick Tipton
Meeting Agenda

WELCOME AND INTRODUCTIONS
Brownie 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 and no modifications were proposed.

CONSENT AGENDA
Matt Wechtel moved to approve the minutes from June 22, 2016, Jason Chappell seconded, and as all were in favor, the minutes were approved.

PUBLIC COMMENTS
The public comment period opened, and as there was none at this time, nor through Facebook or email, the public comment period closed.

BUSINESS
Review/Discuss Draft Regional Impact Results: Vicki Eastland shared that regional projects were prioritized and submitted. Projects fared better than the last round leading to more projects being selected for funding. She reviewed the projects that were funded. These projects are programmed in the dedicated STIP and will not have to go back into the prioritization process. The next round will be developing through fall of 2017

No action required at this time.

Review Public Outreach Strategies for Division Needs: Vicki Eastland shared that notices were placed in local newspapers including Mountain Express (line ads and display ad), Madison New Record and Sentinel (line ads), Citizen-Times (to make up for one line ad dropped by NRS)and Transylvania Times (line ads). Overall this has been an aggressive approach, which has also included radio spots in Transylvania County. An online survey closed today.

Information only.

Open Public Hearing for Assignment of Division Needs Local Input Points - Chairman Newman opened the public hearing at 2:45pm for the assignment of Division Needs Local Input Points. No public comments were heard and the public hearing was closed at 2:47pm.

Adopt DRAFT Division Needs List – Vicki Eastland shared LOSRPO staff has held staff level meetings in all counties with representatives from all LOSRPO member governments, NCDOT staff and FBRMPO staff. RPO staff completed scoring of all
Meeting Agenda

Division Needs Projects and applied Local Input Points based on Local Priority Rank and the LOSRPO adopted scoring methodology. With the adoption of this list, LOSRPO TAC will also be adopting the transfer of 100 Local Input Points to the FBRMPO to be assigned to Haywood County’s Access Management Project on US19 Dellwood Rd. The Haywood County LOSRPO members support this transfer of points.

Jason Chappell moved to approve the assignment of local input points. Matt Wechtel seconded and the motion carried without further discussion.

Approve DRAFT LOSRPO 2017 Meeting Schedules: Vicki Eastland reviewed the preliminary schedule for the 2017 TCC and TAC meetings. No meetings have been scheduled in January, as historically there have been conflicts with jurisdictions that have budget retreats and other meetings. Should there be a need to shift meetings, ample notice will be provided.

Matt Wechtel moved to approve the 2017 LOSRPO meeting schedules. Jason Chappell seconded and the motion carried without further discussion.

NCDOT Bike/Ped Planning Grant Resolution: Vicki Eastland shared that Transylvania County is applying for a county wide bicycle planning grant. Mark Burrows, Transylvania County Planning Director, communicated that the county is currently looking at a $65,000 grant and other entities in the county and the county will provide the match. A letter of support will also be provided with the resolution.

Matt Wechtel moved to approve the resolution and letter of support for Transylvania County’s Bike/Ped Planning Grant application. Jason Chappell seconded and the motion carried without further discussion.

Active Routes to School- Mary Smith and Jackie Moore with Safe Routes to School shared that the Active Routes to School initiative is a partnership between NCDOT and the NC Division of Public Health, administered through the public health departments. The benefits of walking and biking to school affect children, schools, the community and the environment. The initiative uses a five-pronged approach to reach communities including awareness raising events, ongoing programs, training /workshops, built environment changes and policy changes.
Meeting Agenda

Pam Cook shared that the staff for Active Routes to Schools are available to represent stakeholders on transportation committees (including the CTP).
Curriculum for Let’s Go NC is housed on the NCDOT website (https://www.ncdot.gov/bikeped/safetyeducation/letsgonc/).
Active Routes to School- Mary Smith and Jackie Moore provided a presentation on the Information only.

REGULAR UPDATES AND ANNOUNCEMENTS
Ricky Tipton provided Division 13 updates and Ed Green provided Division 14 updates.
Pam Cook shared TPB updates.
Vicki Eastland provided Legislative updates.
Staff Updates and Housekeeping were provided by Vicki Eastland.

Adjournment
With no further discussion, Chairman Newman adjourned the meeting.

Staff recommended action:
Review and Approve Previous meeting minutes.

3. PUBLIC COMMENT

4. BUSINESS

A. Review/Discuss DRAFT LOSRPO Draft STIP Vicki Eastland

NCDOT released the DRAFT 2018 – 2027 State Transportation Improvement Program (STIP). The full document was placed on Land of Sky RPO website as was the Land of Sky RPO specific pages. The DRAFT STIP will be out for Public Comment in the spring (dates not yet released). Final NCDOT 2018 – 2028 State Transportation Improvement Program (STIP) to be adopted by NCDOT Board of Transportation (BOT) in June 2017. Projects that are scheduled for funding in the first 5 years of the STIP the (committed STIP) do not have to go back into the next prioritization cycle, SPOT 5.0, these projects are committed. Project scheduled for funding in the second 5 years of the STIP, the (developmental STIP) will be carried over to SPOT 5.0 and have to compete again for funding in that round. The LOSRPO section of the STIP can be viewed at this link Land of Sky RPO Draft 2018 - 2020 SRIP
Meeting Agenda

Example of how projects appear in STIP Document:

Staff recommended action:
Review and discuss as needed.

B. Approval of LOSRPO FY 2018 Draft PWP
   Vicki Eastland

LOSRO staff has developed the DRAFT LOSRPO Planning Work Program, (PWP). In many ways, this is a continuation of ongoing RPO projects. Because the FBRMPO Comprehensive Transportation Plan (CTP) update has been pushed out as well as the Transylvania County Comprehensive Transportation Plan (CTP), there is a large percentage of the planning funds in the CTP category. SPOT 5.0 is already gearing up so there is a significant amount of funding in Prioritization. General Transportation and Admin make up the bulk of the remaining funding.

Fiscal Year 2016-2017 Planning Work Program

Project 1718-001 Regional Crash Data Analysis: RPO staff will continue to collect and analyze crash data throughout the five county region to be used in SPOT5 and future project development and prioritization. RPO staff will share data with LOSRPO members, NCDOT Divisions 13, and 14 staff.

Project 1617-002 Transylvania County CTP Update: RPO staff will work with Transylvania County Staff, Elected Officials and Citizens and TPB staff to update the Transylvania County CTP. Continuation of FY 16-17 work plan

Project 1617-003 Walkability Audits: Staff will work with FBRMPO staff and interested RPO member jurisdictions to provide walkability analysis and identify pedestrian improvement recommendations (to be incorporated into CPT plan updates) Continuation of FY 16-17 work plan
Meeting Agenda

**Project 1718-002 SPOT 5.0:** RPO Staff will work with TCC and TAC member to develop new local projects for submission to SPOT 5.0 and refine prioritization methodology as needed. When SPOT 5.0 raw scores are available, staff will score LOSRPO projects and coordinate with local partners to assign local input points.

**Project 1718-002 Regional Park & Ride inventory and user surveys:** RPO staff will continue to gather regional Park n Ride counts and develop a Park n Ride User survey. RPO staff will conduct user’s surveys throughout the year to help inform decisions on future Park n Ride locations and opportunities.

**Project 1415-003 Freight Survey and Outreach:** RPO Staff will continue work with FBRMPO and private freight carriers to identify major freight needs in the region including key corridors, bottlenecks, truck parking issues and potential Continuation/modification of FY 16-17 work plan

**Project 1314-003 FBRMPO CTP:** RPO Staff will work with FBRMPO staff on development of an area wide CTP and ensure continuity with RPO area CTP’s. Delayed from FY 13-14. Deliverables as needed. Continuation of FY 14-15 work plan

# Data Collection and Assessment

## Develop Final Plan

**Report**


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<thead>
<tr>
<th>Task Code</th>
<th>Task Code: Work Product Description</th>
<th>Work Format</th>
<th>Geography</th>
<th>Primary Project # (If Applicable)</th>
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## Traffic Volume Counts and Assessment

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## Transportation Planning

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## Project Priorities

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## General Transportation Planning

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## Demonstration of Transportation Planners' Understanding and Policies

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**Appended by the TAC on:****February 22th, 2017

__________________________________________________________
Signature, Board Member, LOSRPO Board Chair

__________________________________________________________
Signature, Chair Emeritus, LOSRPO Secretary
I. DATA COLLECTION AND ASSESSMENT

COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT

PRIORITIZATION AND PROGRAM DEVELOPMENT

GENERAL TRANSPORTATION PLANNING

ADMINISTRATIVE DOCUMENTS AND PUBLIC INVOLVEMENT
Staff recommended action:
Approve LOSRPO DRAFT PWP for submittal to NCDOT Transportation Planning Branch (TPB).

Continuation of LOSRC project for CMAQ Funds

There is $100,000 in Congestion Mitigation and Air Quality (CMAQ) funds available from the NC DOT to the Land of Sky and Southwestern RPOs combined for FFY 18 and 19 ($50,000 each year). Land of Sky staff has consulted with staff of the Great Smoky Mountains National Park and Southwestern Commission about the availability and potential uses of these funds. The National Park is requesting $20,000 to continue its air quality education and outreach work within the Park for two years. The Land of Sky Regional Council is requesting $80,000 to continue the work of its Regional Clean Air Campaign and Land of Sky Clean Vehicles Coalition for two years. Land of Sky’s work includes public education and outreach on reducing emissions from mobile sources, technical assistance to fleets in the region on alternative fueled and advanced technology vehicle options, and assistance securing grant funding for green fleet projects. Applications to the NC DOT are due March 15, 2017.
FFY 18/19 Congestion Mitigation and Air Quality (CMAQ) Funding Plan

The NC DOT recently notified the Land of Sky and Southwestern RPOs that they would be allocated $100,000 in Congestion Mitigation and Air Quality (CMAQ) funds combined for FFY 18 and 19 ($50,000 each year). These funds can be used for mobile source emission reduction projects within the Great Smoky Mountains National Park boundary (based on the Park’s previous air quality non-attainment status) or for air quality education and outreach programs within the surrounding communities. Federal CMAQ provides up to 80% of total project cost and requires a 20% non-federal match.

Land of Sky staff discussed this funding opportunity with both fleet and education/outreach staff of the Great Smoky Mountains National Park and the Southwestern Commission RPO Coordinator. The park’s fleet staff did not want to pursue CMAQ funding for fleet projects in FFY 18/19 as they are pursuing other green fleet funding opportunities (i.e., US Dept. of Energy National Parks Initiative and VW Settlement funds).

The National Park education and outreach staff is requesting $20,000 to continue its air quality education and outreach work within the Park over two years. The $20,000 will supplement the park’s existing CMAQ funding to:

- Hire an 11-month AmeriCorps intern each year to work in conjunction with current National Park Service employees in their air quality outreach efforts. This will include taking the air quality exhibit to various overlook areas, working with visiting student groups studying air pollution and pollution reduction strategies at Clingmans Dome, Oconaluftee, Deep Creek (Swain County) and the Appalachian Highlands Science Learning Center and Cataloochee (Haywood County).

The Land of Sky Regional Council is requesting $80,000 to continue the work of its Regional Clean Air Campaign and Land of Sky Clean Vehicles Coalition for two years. Land of Sky’s work includes:

- Public Education and Outreach on reducing emissions from mobile sources including an annual air quality briefing and press conference, tabling at community events, conducting forums and workshops, ride and drive events, social media outreach, etc.
- Technical Assistance to Fleets in the region on alternative fueled and advanced technology vehicle options, and
- Assistance Securing Grant Funding for green fleet projects.

Applications are due to the NC DOT on March 15, 2017.

Contacts:

Susan Sachs, Great Smoky Mountains National Park, 828-497-1945; susan_sachs@nps.gov
Bill Eaker, Land of Sky Clean Vehicles Coalition, 828-34-7434: bill@landofsky.org
Land-of-Sky RPO Resolution Endorsing Candidate CMAQ Project Proposals

WHEREAS, the FAST Act of 2015 continues the Congestion Mitigation and Air Quality Improvement Program (CMAQ); and

WHEREAS, CMAQ is a Federal program that funds transportation projects and programs in air quality non-attainment and maintenance areas to help achieve and maintain national standards for pollutants; and

WHEREAS, the North Carolina Department of Transportation (NCDOT) administers the CMAQ program on behalf of non-attainment and maintenance areas within North Carolina; and

WHEREAS, the Land-of-Sky Rural Transportation Planning Organization (RPO) has administered a CMAQ project selection process among the area jurisdictions in air quality non-attainment and maintenance counties; and

WHEREAS, NCDOT has allocated a total of $100,000 of CMAQ funds to the Land of Sky and Southwestern RPO regions for FY 2018-2019; and

WHEREAS, the following candidate projects have been prioritized and allocation amounts have been approved recognizing the local entities are responsible for a 20% match; and

WHEREAS, the following candidate project proposals meet the requirements of CMAQ and the guidelines established by NCDOT to administer the program; and

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<th>Prioritized Project</th>
<th>CMAQ Funding FY 2018</th>
<th>CMAQ Funding FY 2019</th>
<th>Total Cost</th>
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<td>1 GSMNP Air Quality Outreach &amp; Education</td>
<td>$10,000 ($2,500 local match)</td>
<td>$10,000 ($2,500 local match)</td>
<td>$25,000 ($5,000 local match)</td>
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<td>2 LOSRC Air Quality Outreach &amp; Education</td>
<td>$40,000 ($10,000 local match)</td>
<td>$40,000 ($10,000 local match)</td>
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<td>Total CMAQ Amount (minus local match)</td>
<td>$50,000</td>
<td>$50,000</td>
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NOW, THEREFORE, be it resolved that the Land-of-Sky RPO endorses the attached listing of proposed CMAQ candidate projects provided here on this, the 22th day of February, 2017.

Brownie Newman, TAC Chair
Land-of-Sky RPO

Vicki Eastland,
Land-of-Sky RPO Secretary
Meeting Agenda

Staff recommended action:
Recommend project continuation, Adopt the LOSRPO Resolution to support the continuation of CMAQ funds to support the Regional Clean Air Campaign and Land of Sky Clean Vehicles Coalition and the Smokey Mountain National Park air quality education and outreach work.

D. NCDOT Division 14 STIP Delivery Process presentation  
Brian Burch

NCDOT Division 14 Division Project Development Engineer Brian Burch will do a presentation, “So Your Project is in the STIP Now What”

Staff recommended action:
Informational only

5. REGULAR UPDATES

A. NCDOT Division 13 and 14 updates  
NCDOT Staff
B. Transportation Planning Branch Updates  
Daniel Sellers
C. Legislative Updates  
Vicki Eastland

Announcements, News, Special Updates

Construction reports available from the LOS RPO Website:  
http://www.landofskyrpo.org/resources_and_links

6. ADJOURN LOSRPO MEETING  
Brownie Newman

Next Meeting: May 24th 2017, 2:30 PM