

# SOUTHWESTERN RURAL PLANNING ORGANIZATION

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## Cherokee County

Andrews  
Murphy

## Clay County

Hayesville

## Graham County

Fontana Dam  
Robbinsville  
Lake Santeetlah

## Jackson County

Dillsboro  
Forest Hills  
Sylva  
Webster

## Macon County

Franklin  
Highlands

## Swain County

Bryson City

## TRANSPORTATION ADVISORY COMMITTEE MEETING

March 28, 2016 at 5:00 PM  
Boiler Room Steakhouse  
1024 Georgia Road, Franklin, NC

### AGENDA

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#### Welcome and Housekeeping

1. Call to Order (Mike Fitzgerald, TAC Chair)
2. Introductions and Quorum check (Fitzgerald)
3. Ethics Statement (Fitzgerald)
4. Agenda Approval/Modifications (Fitzgerald)
5. Public Comment and Public Hearing on Prioritization 4.0 Local Methodology

#### Action Items

6. TAC Chair Nominations and Election (Fitzgerald)
7. Minutes from January 25, 2016 RPO TAC meeting (Rose Bauguess)
8. Amendments to TAC Bylaws (Bauguess)
9. Amendments to TCC Bylaws (Bauguess)
10. Prioritization 4.0 Local Methodology (Bauguess)
11. 2016-2017 RPO Planning Work Program (Bauguess)

#### Informational Items

12. NCDOT Division 14 Updates (Ed Green)
13. Prioritization 4.0 schedule (Bauguess)
14. State Ethics Commission Filing Reminder (Bauguess)
15. Far West Regional Bike Plan update

#### Other Items

16. TAC Member Updates (All)
17. Next Meeting and Adjournment (Fitzgerald)



**SOUTHWESTERN RURAL PLANNING ORGANIZATION (RPO)  
Technical Coordinating Committee (TCC) Meeting**

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**Meeting Date: January 25, 2016**

**Location: Boiler Room Steakhouse, Franklin, NC**

**Attendees:**

<b>Jurisdiction</b>	<b>Primary Representative</b>	<b>Alternate Representative</b>	<b>01/25/2016</b>
<b>Cherokee County</b>	CB McKinnon		<input checked="" type="checkbox"/>
Andrews	Nancy Curtis		<input checked="" type="checkbox"/>
Murphy	Bill Hughes		<input type="checkbox"/>
<b>Clay County</b>	Randy Nichols		<input checked="" type="checkbox"/>
Hayesville	Harry Baughn		<input checked="" type="checkbox"/>
<b>Graham County</b>	Connie Orr		<input type="checkbox"/>
Fontana Dam	Sarah Locke		<input type="checkbox"/>
Lake Santeetlah	Vacant		<input type="checkbox"/>
Robbinsville	Steve Hooper		<input type="checkbox"/>
<b>Jackson County</b>	Brian McMahan		<input type="checkbox"/>
Dillsboro	<b>Mike Fitzgerald – Chair</b>		<input checked="" type="checkbox"/>
Forest Hills	Carl Hooper		<input checked="" type="checkbox"/>
Sylva	Lynda Sossoman		<input checked="" type="checkbox"/>
Webster	Vacant		<input type="checkbox"/>
<b>Macon County</b>	Ronnie Beale		<input checked="" type="checkbox"/>
Franklin	Bob Scott		<input checked="" type="checkbox"/>
Highlands	Patrick Taylor		<input type="checkbox"/>
<b>Swain County</b>	Phillip Carson		<input checked="" type="checkbox"/>
Bryson City	Tom Sutton		<input checked="" type="checkbox"/>
<b>NCDOT Board</b>	Jack Debnam		<input checked="" type="checkbox"/>
<b>TOTAL VOTING MEMBERS PRESENT:</b>			<b>12</b>
<b>Representing</b>	<b>Name</b>		<b>Present</b>
Southwestern RPO	Rose Bauguess		<input checked="" type="checkbox"/>
Southwestern Commission	Ryan Sherby		<input checked="" type="checkbox"/>
NCDOT Division 14	Joel Setzer		<input checked="" type="checkbox"/>
Town of Franklin	Barbara McRae, Alderman		<input checked="" type="checkbox"/>
Town of Franklin	Brandon McMahan, Alderman		<input checked="" type="checkbox"/>
Swain County	David Monteith, County Commissioner		<input checked="" type="checkbox"/>
Town of Sylva and TCC	Paige Dowling, Town Manager		<input checked="" type="checkbox"/>
			<input type="checkbox"/>
<b>TOTAL NON-VOTERS PRESENT:</b>			<b>7</b>



# **SOUTHWESTERN RURAL PLANNING ORGANIZATION (RPO)**

## **Technical Coordinating Committee (TCC) Meeting**

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### **Welcome and Housekeeping:**

1. Mayor Mike Fitzgerald called the meeting to order.
2. Introductions were made. Fitzgerald determined a quorum was present.
3. Fitzgerald read the ethics statement.
4. Fitzgerald reviewed the agenda and asked if there were any proposed modifications to the agenda. Hearing none, Ronnie Beale motioned to approve the agenda as presented, with a second by Nancy Curtis; motion passed unanimously.
5. Fitzgerald offered the opportunity for public comment; none were received.

### **Action Items:**

6. Bauguess called for approval of the minutes from the September 28, 2015 RPO TAC meeting. Motion by Harry Baughn to approve the minutes as presented, seconded by Tom Sutton; motion carried unanimously.
7. Bauguess called for conditional approval of the Draft Southwestern RPO Local Methodology. The Methodology will still need to be approved by NCDOT, put out for public comment and public hearing, and then submitted for final approval at the March TCC and TAC meetings. There was an extended discussion regarding the criteria for Plan Consistency. The TCC had voted earlier to make a change from a sliding scale to an “all or nothing” scale, where there would be five points awarded to projects in an adopted plan, and zero points for projects not in an adopted plan. The reason for the change was that it may be challenging for staff to know about plans that were not completed or not adopted by local governments, and may result in not scoring all projects consistently. After some debate, and the point that the TCC had decided it was better to have a methodology that could be applied consistently to all projects, Ronnie Beale motioned to provide conditional approval for the Methodology to be sent to NCDOT and public comment. Phillip Carson gave a second, and the motion carried unanimously. Following approval by NCDOT, the Methodology will be put out a public comment and the final version will be offered to the TAC for approval at the March 28<sup>th</sup> meeting.

### **Informational Items:**

8. Kim Albritton, general manager for the Great Smoky Mountains Railroad, gave a guest presentation on ridership and the economic impact that GSMR brings to Swain County and the region.
9. Joel Setzer gave the NCDOT Division 14 updates on major projects in the Southwestern RPO.
10. Bauguess reviewed the Prioritization 4.0 tentative schedule.
11. Bauguess reminded TAC members that required ethics filing will be due April 15.



**SOUTHWESTERN RURAL PLANNING ORGANIZATION (RPO)**  
**Technical Coordinating Committee (TCC) Meeting**

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12. Bauguess requested input on the RPO Planning Work Program for 2016-2017 fiscal year. If anyone is aware of projects or tasks that should be included, email them to her.
13. Bauguess announced that NCDOT's Watch for Me NC Campaign is currently accepting applications, and asked if anyone had interest in applying. The Town of Franklin is potentially interested.

**Other Items:**

14. TAC Members provided updates from their respective jurisdictions.
15. C.B. McKinnon moved to adjourn, seconded by Beale.

**Southwestern ~~Commission~~ Rural Planning Organization  
Transportation Advisory Committee  
Bylaws**

**ARTICLE I-NAME**

The name of this committee shall be the Southwestern ~~Commission~~ Rural Planning Organization (hereinafter, "RPO") Transportation Advisory Committee, hereinafter referred to as the TAC.

**ARTICLE II-PURPOSE**

The purpose and goals of the TAC as outlined in the memorandum of understanding (MOU) shall be to:

1. Develop long-range local and regional multi-modal transportation plans in cooperation with the area Metropolitan Planning Organizations (MPOs) and the NCDOT.
2. Provide a forum for public participation in the rural transportation planning process.
3. Develop and prioritize suggestions for transportation projects that the RPO believes should be included in the State Transportation Improvement Program (STIP).
4. Provide transportation-related information to local governments and other interested organizations and persons.

**ARTICLE III-MEMBERS**

**Section 1-Membership:**

As specified in the MOU, the TAC shall consist of elected officials from local governments and other agencies or individuals directly related to and concerned with the transportation planning process for the Southwestern RPO planning area, which includes **Cherokee, Clay, Graham, Jackson, Macon and Swain** County, as well as the participating incorporated municipalities within each County. Membership is defined in the MOU and subsequent bylaws with specific attendees and alternates for each member government listed in the RPO membership roster, to be updated no less than on an annual basis. The initial membership shall include, but not be limited to, the following:

- One Commissioner representing Cherokee County and one elected official from each RPO member municipality therein.
- One Commissioner representing Clay County and one elected official from each RPO member municipality therein.
- One Commissioner representing Graham County and one elected official from each RPO member municipality therein.

- One Commissioner representing Jackson County and one elected official from each RPO member municipality therein.
- One Commissioner representing Macon County and one elected official from each RPO member municipality therein.
- One Commissioner representing Swain County and one elected official from each RPO member municipality therein.
- One member from the North Carolina Board of Transportation representing Division 14.

Member governments shall appoint a representative to the TAC in regular session. All terms of appointment to the TAC shall be for two years. Reappointment is possible.

In addition, the following entities may be invited to participate in TAC meetings, but the following people may participate in the meetings. These people will not count in the quorum or in voting.

- Technical Coordinating Committee (TCC) Chairman or his/her representative
- Southwestern Commission Council of Governments Executive Committee representative
- French Broad River MPO TAC representatives
- The NCDOT Division 14 Engineer or his/her representative
- The NCDOT Transportation Planning Branch Engineer assigned to the Southwestern ~~Commission~~-RPO or his/her representative

Other local agencies, upon filing a request, will be informed of all meetings of the TAC and may attend meetings. Membership to the TAC may be altered on the basis of a majority vote of its membership.

#### **Section 2-Alternates:**

One alternate may be designated for each member providing they meet the same criteria as the original appointee, including the requirements set forth by the North Carolina State Ethics Commission. Each member may appoint an alternate to its representative as reflected in the membership roster. That alternate may serve as a full voting member during any meeting where that board's primary representative is not in attendance, meeting the criteria of being an elected official. Absentee voting will not be permitted.

#### **Section 3-Term of Membership:**

Term of ~~office-membership~~ for all seats on the TAC is ~~2~~-(two) years. Re-appointment is possible.

### **ARTICLE IV-OFFICERS**

#### **Section 1-Officers Defined:**

The TAC shall by majority vote of the membership elect one member to serve as a Chairman and one member to serve as Vice-Chairman with the responsibility for coordinating the committee's activities. The officers of the TAC will serve two-year terms, and be limited to two consecutive terms. The Commissioner representing each county on the TAC shall be elected every two years

~~by the Board of County Commissioners of each County in regular session. The municipal member representing each municipality on the TAC shall be elected every two years by the governing body of the municipality in regular session. All terms of appointment to the TAC shall be for two years. Reappointment is possible. One alternate may be designated for each member providing they meet the same criteria as the original appointee.~~

**Section 2-Duties of Officers:**

The Chairman shall call meetings of the TAC to order and shall act as Chairman of such meetings. The Chairman shall see that all orders and action items, including amendments, are carried into effect. The Chairman will:

- Sign all official documents of the TAC.
- Preside at all meetings of the TAC.
- Decide all points of order or procedure.
- Transmit all recommendations of the TAC to NCDOT.
- ~~Draft the agenda and make said available to the Secretary in a timely manner.~~

The Vice-chairman shall conduct the duties of the Chairman in the event of the Chairman's absence. The Chairman and Vice-Chairman are permitted to vote on TAC business. The staff of Southwestern Commission Council of Governments as designated by the Executive Director of the Southwestern North Carolina Planning and Economic Development Commission will perform the administrative coordination for the TAC. Staff shall serve as Secretary of the TAC and report to the Chairman of the TAC. The Secretary shall:

- Keep minutes of the TAC meetings in proper form for the approval of the TAC at its next regular meeting.
- Mail notices of regular meetings of the TAC, with a copy of the agenda, in accordance with Article V of these rules.
- Give notice of regular and special meetings called in accordance with North Carolina Open Meetings Law.
- Maintain all files, records, and correspondence of the TAC.

Should neither the Chairman nor Vice-chairman be able to preside at a meeting, the Chairman shall appoint an acting Chairman for that meeting only or until such time the Chairman or Vice-chairman can resume their responsibilities. Should the Secretary be unable to attend a meeting, the Chairman of the TAC shall appoint an acting secretary to record and prepare the minutes.

**ARTICLE V-MEETINGS**

**Section 1-Regular Meetings:**

~~Meetings will be held approximately quarterly as needed. Meetings generally coincide with the Southwestern Commission Governing Board meetings, but exact times and locations will be established at the discretion of the current committee members. A meeting will be held quarterly on the fourth Monday of March, May, September, and October.~~ Meeting notices and agendas are to be ~~mailed~~ provided in sufficient time for them to have been received by each committee member, ~~no later than at least seven~~ seven (7) days prior to the meeting date. ~~Unless otherwise stated, all meetings will begin at 5:30 p.m.~~ The Chairman may cancel regular meetings should there be insufficient items on the TAC's tentative agenda.

**Section 2-Special Meetings:**

Special meetings may be called by the Chairman or at the request of a majority of eligible voting members petitioning the Chairman. Whenever possible, at least **seven** days' notice shall be given. Occasionally it may be necessary to conduct a meeting by phone conference or other electronic means. Under these circumstances, a location and means whereby members of the public may listen to the meeting will be provided. The meeting notice shall indicate where the public may listen.

**Section 3-Workshops:**

The TAC may choose to hold workshops from time to time. Notice for all workshops shall be provided in the manner as regular meetings of the TAC.

**Section 4-Attendance:**

An RPO TAC membership roster will be compiled and updated at least annually, listing each attendee and alternate, if applicable, for each member county or municipality. The membership of a county or municipality member who fails to send the appointee or alternate to two consecutive RPO meetings will be designated as a vacant seat and will not count towards quorum. Attendance at future meetings will reinstate the member. Members may attend meetings via conference call on occasion; however, in-person attendance is preferred.

**Section 5-Quorum:**

A quorum is required for the transaction of all business, including conducting meetings or hearings, participating in deliberations, or voting upon or otherwise transacting the public business. A quorum consists of 51% of the members of the TAC, with no less than six members. If a quorum is not established, the meeting shall be rescheduled. All business (action and no action items) will not be discussed until a quorum is established at the meeting.

**Section 6-Agenda:**

The agenda is a list of considerations for discussion at a meeting. Any member of the TAC can place items on the agenda prior to its distribution. Additional items may be placed on the regular agenda following discussion of the last item on the regular agenda, as long as a majority concurrence of the present and eligible voting members is received.

**Section 7-Voting Procedures:**

The Chairman may call for a vote on any issue, provided that it is seconded and within the purposes set forth in Article II and provided the issue is on the agenda as outlined in Section 5 of this article. A simple majority of eligible voting members shall constitute a quorum. A simple majority vote of the members (or their authorized alternates) present and eligible to vote per the MOU shall be sufficient for approval of matters coming before the TAC. The Chairman is permitted to vote. Ad-hoc, proxy, and absentee voting are not permitted. Occasional attendance and voting via phone conference is permitted. Abstentions shall be considered affirmative votes. By approval of the TAC, a member may withdraw from voting on an issue. As stated in Article III, Section 1 each member has one vote.



**ARTICLE VI – ROBERT’S RULES OF ORDER**

In the absence of any direction from these Bylaws or other duly adopted voting procedures pursuant to certain approval actions, Robert’s Rules of Order will designate procedures governing voting.

**ARTICLE VII-AMENDMENTS TO BYLAWS**

Amendments to these Bylaws of the TAC shall require the affirmative vote of at least two-thirds of the TAC’s eligible voting members, provided that written notice of the proposed amendment has been received by each member at least seven days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the MOU governing this document. In the event of any conflict, the MOU shall carry precedence over these Bylaws.

The Southwestern RPO TAC approved these Bylaws on May 19, 2003. Amended ~~this~~ the 23<sup>rd</sup> day of March 2009 and the 28<sup>th</sup> day of March 2016.-

\_\_\_\_\_  
Chairman

~~Glenn Jones~~Mike Fitzgerald RPO TAC

\_\_\_\_\_  
Secretary

~~Ryan Sherby~~Rose Bauguess RPO Coordinator

**Southwestern ~~North Carolina Planning and Economic Development~~  
Commission Rural Planning Organization  
Technical Coordinating Committee  
Bylaws**

**ARTICLE I-NAME**

The name of this committee shall be the Southwestern ~~Commission~~ Rural Planning Organization (hereinafter, "RPO") Technical Coordinating Committee, hereinafter referred to as the TCC.

**ARTICLE II-PURPOSE**

The purpose and goals of the TCC as outlined in the memorandum of understanding (MOU) shall be to:

1. Develop long-range local and regional multi-modal transportation plans in cooperation with the area Metropolitan Planning Organizations (MPOs) and the NCDOT.
2. Provide a forum for public participation in the rural transportation planning process.
3. Develop and prioritize suggestions for transportation projects that the RPO believes should be included in the State Transportation Improvement Program (STIP).
4. Provide transportation-related information to local governments and other interested organizations and persons.

**ARTICLE III-MEMBERS**

**Section 1-Membership:**

As specified in the MOU, the TCC shall consist of officials from local and federal governmental agencies directly related to and concerned with the transportation planning process for the Southwestern ~~North Carolina Planning and Economic Development Commission~~ RPO planning area, which includes **Cherokee, Clay, Graham, Jackson, Macon, and Swain** Counties, as well as the participating incorporated municipalities within each County, and the Eastern Band of the Cherokee Indians (EBCI). Membership is defined in the MOU and subsequent bylaws with specific attendees and alternates for each member government listed in the Southwestern ~~North Carolina Planning and Economic Development Commission~~ RPO membership roster, to be updated no less than on an annual basis. The initial membership shall include, but not be limited to, the following:

- **Cherokee** County Manager or his/her designated representative
- **Clay** County Manager or his/her designated representative
- **Graham** County Manager or his/her designated representative
- **Jackson** County Manager or his/her designated representative
- **Macon** County Manager or his/her designated representative
- **Swain** County Manager or his/her designated representative
- The City Manager, Town Manager or Administrator, or Clerk or his/her designated representative from each member municipality
- The NCDOT Division **14** Engineer or his/her designated representative

- The NCDOT Transportation Planning Branch Engineer assigned to the Southwestern ~~North Carolina Planning and Economic Development Commission~~ RPO or his/her designated representative
- A representative from the Eastern Band of the Cherokee Indians

Each of the entities listed above has ONE vote.

In addition, the TCC membership may vote to add additional voting members to represent the interests of various modes of transportation including:

- Public Transit
- Aviation
- Rail
- Bicycles and Pedestrians

Other local agencies, upon filing a request, will be informed of all meetings of the TCC and may attend meetings. Membership to the TCC may be altered on the basis of a majority vote of its membership.

### **Section 2-Alternates:**

Each member may appoint an alternate to its representative as reflected in the membership roster. That alternate may serve as a full voting member during any meeting where that board's primary representative is not in attendance. Absentee voting will not be permitted.

### **Section 3-Term of Membership:**

Term of office for all seats on the TCC is two years. Re-appointment is possible.

## **ARTICLE IV-OFFICERS**

### **Section 1-Officers Defined:**

The TCC shall by majority vote of the membership elect one member to serve as a Chairman and one member to serve as Vice-Chairman with the responsibility for coordinating the committee's activities. The officers of the TCC will ~~consist of a Chairman and a Vice-chairman serving~~ serve annual terms, but be limited to two consecutive terms. ~~They will be elected by majority vote of the eligible members.~~ The staff of the RPO, or their appointee, shall serve as secretary to the TCC.

### **Section 2-Duties of Officers:**

The Chairman shall call meetings of the TCC to order and shall act as Chairman of such meetings. The Chairman shall see that all orders and action items, including amendments, are carried into effect. The Chairman will:

- Sign all official documents of the TCC.
- Preside at all meetings of the TCC.
- Decide all points of order or procedure.
- Transmit all recommendations of the TCC to the TAC.
- ~~Draft the agenda and make said available to the Secretary in a timely manner.~~

The Vice-chairman shall conduct the duties of the Chairman in the event of the Chairman's absence.

The staff of the RPO, or their appointee, shall perform the administrative coordination for the TCC. Staff shall serve as Secretary of the TCC and, report to the Chairman of the TCC. The Secretary shall:

- Keep minutes of the TCC meetings in proper form for the approval of the TCC at its next regular meeting.
- Mail notices of regular meetings of the TCC, with a copy of the agenda, in accordance with Article V of these rules.
- Give notice of regular and special meetings called in accordance with North Carolina Open Meetings Law.
- Maintain all files, records, and correspondence of the TCC.

Should neither the Chairman nor Vice-chairman be able to preside at a meeting, the Chairman shall appoint an acting Chairman for that meeting only or until such time the Chairman or Vice-chairman can resume their responsibilities. Should the Secretary be unable to attend a meeting, the Chairman of the TCC shall appoint an acting secretary to record and prepare the minutes.

## **ARTICLE V-MEETINGS**

### **Section 1-Regular Meetings:**

The TCC shall meet when it is deemed necessary, appropriate and advisable. Meetings will be held approximately quarterly ~~on the Wednesday prior to the TACs needed.~~ Exact meeting (the fourth Monday) of every March, May, September, times and November. location will be established at the discretion of the current committee members. Meeting notices and agendas are to be mailed in sufficient time for them to have been received by each committee member, no later than seven days prior to the meeting date. ~~Unless otherwise stated, all meetings will begin at 10:30 a.m.~~ The Chairman may cancel regular meetings should there be insufficient items on the TCC's tentative agenda.

### **Section 2-Special Meetings:**

Special meetings may be called by the Chairman or at the request of a majority of members petitioning the Chairman. Whenever possible, at least seven days' notice shall be given. Occasionally it may be necessary to conduct a meeting by phone conference or other electronic means. Under these circumstances, a location and means whereby members of the public may listen to the meeting will be provided. The meeting notice shall indicate where the public may listen.

### **Section 3-Workshops:**

The TCC may choose to hold workshops from time to time. Notice for all workshops shall be provided in the same manner as regular meetings of the TCC.

### **Section 4-Attendance:**

Membership of the TCC may be altered on the basis of a majority vote of its membership and approval of the TAC of the RPO. One alternate may be designated for each member providing they meet the same criteria as the original appointee. ~~Membership may be further defined in the duly adopted bylaws.~~ An RPO TCC membership roster will be compiled and updated at least annually, listing each attendee and alternate, if applicable, for each member county or ~~municipality jurisdiction~~. The membership of a county or ~~municipality member~~ other jurisdiction who fails to send the appointee or alternate to two consecutive RPO meetings will be designated as a vacant seat and will not count towards quorum. Attendance at future meetings will reinstate the member. Members may attend meetings via conference call on occasion; however, in-person attendance is preferred.

#### **Section 5-Quorum:**

A quorum is required for the transaction of all business, including conducting meetings or hearings, participating in deliberations, or voting upon or otherwise transacting the public business. A quorum consists of 51% of the members of the TCC, with no less than six members. ~~The TCC shall meet when it is deemed necessary, appropriate and advisable. The TCC will be staffed by the RPO Planner or his/her designated staff representative. The TCC shall by majority vote of the membership elect one member to serve as a Chairman with the responsibility for coordinating the committee's activities. Membership of the TCC may be altered on the basis of a majority vote of its membership and approval of the TAC of the RPO. If a quorum does not exist, no action shall be taken on any agenda item by the TCC.~~

#### **Section 6-Agenda:**

The agenda is a list of considerations for discussion at a meeting. Any member of the TCC can place items on the agenda prior to its distribution. Additional items may be placed on the regular agenda following discussion of the last item on the regular agenda, as long as a majority concurrence of the present and eligible voting members is received.

#### **Section 7-Voting Procedures:**

The Chairman may call for a vote on any issue, provided that it is seconded and within the purposes set forth in Article II and provided the issue is on the agenda as outlined in Section 5 of this article. A simple majority of members shall constitute a quorum. A simple majority vote of the members (or their authorized alternates) present and eligible to vote per the MOU shall be sufficient for approval of matters coming before the TCC. The Chairman is permitted to vote. Ad-hoc, proxy, and absentee voting are not permitted. Occasional attendance and voting via phone conference is permitted. Abstentions shall be considered affirmative votes. By approval of the TCC, a member may withdraw from voting on an issue without the vote considered affirmative. As stated in Article III, Section 1 each member has one vote.

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### **ARTICLE VII - AMENDMENTS TO BYLAWS**

Amendments to these Bylaws of the TCC shall require the affirmative vote of at least two-thirds of the TCC's eligible voting members, provided that written notice of the proposed amendment has been received by each member at least seven days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the MOU governing this document. In the event of any conflict, the MOU shall carry precedence over these Bylaws.

The Southwestern ~~North Carolina Planning and Economic Development Commission~~-RPO Technical Coordinating Committee and Transportation Advisory Committee approved these Bylaws on May 19, 2003. Amended the day the 18th of March 2009 and the 28<sup>th</sup> day of March 2016.

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**Mike Fitzgerald, TAC Chair**

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**Paige Dowling, TCC Chair**

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**Rose Bauguess,**  
**Ryan Sherby**-RPO Coordinator

## PRIORITIZATION 4.0 LOCAL METHODOLOGY - DRAFT

### INTRODUCTION

The North Carolina legislature and North Carolina Department of Transportation (NCDOT) require all rural and metropolitan planning organizations (RPOs and MPOs) to develop a local ranking methodology for projects across all modes of transportation (highway, bicycle/pedestrian, public transit, aviation, rail, and ferry). This methodology will need to be approved by the NCDOT's Strategic Prioritization Office of Transportation (SPOT), and adopted by the Southwestern RPO (SWRPO) Transportation Advisory Committee (TAC), to ensure compliance with the legislative mandate.

This process applies to all projects ranked by the SWRPO in Cherokee, Clay, Graham, Jackson, Macon, or Swain counties that are "Regional" or "Division" funding level projects. Funding levels (or tiers) are as defined in the 2013 Strategic Transportation Investments law.

### SCHEDULE

<b>Timeframe</b>	<b>Activity</b>
July-August 2015	County stakeholder meetings to review the status of Prioritization 3.0 projects and select new or existing projects to be added to the Prioritization 4.0 database
September 2015	TAC approves the final project submittal lists for each mode
December 2015	Methodology Committee develops the SWRPO Prioritization 4.0 Local Methodology
January 25, 2016	Draft Methodology is distributed to TCC and TAC for preliminary approval
February 2016	Draft Methodology is submitted to NCDOT for conditional approval
March 14, 2016	Conditionally-approved Methodology is released for public comment period
March 28, 2016	TCC recommends approval and TAC approves final Methodology
March 31, 2016	Final approved Local Methodology due to NCDOT
March-April 2016	TCC/TAC members and other stakeholders develop their Local Priority rankings to apply to be used in applying the Local Methodology
April 1, 2016	NCDOT quantitative scores released
April 2016	SWRPO staff applies Methodology and ranks projects by score
April 2016	Local stakeholder meetings with NCDOT to discuss point assignments
May 9, 2016	Draft local point assignments released for public comment period
May 17, 2016	TCC recommends approval and TAC approves final Local Point Assignments for Regional Projects
Late May 2016	RPO Staff enters local points for Regional Projects into SPOT database
July-August 2016	RPO Staff reviews projects funded at Statewide and Regional tier; evaluates remaining projects eligible for Division points.
September 26, 2016	TCC and TAC recommends final Local Point Assignments for Division Projects
Late Sept. 2016	RPO Staff enters local points for Division Projects into SPOT database
December 2016	Draft STIP released by NCDOT

## **PUBLIC INPUT PROCESS**

### ***Local Methodology:***

Upon approval by NCDOT, the SWRPO will release the draft methodology for a 14-day public comment period, in accordance with the SWRPO Public Involvement Plan. The Draft Methodology will be posted on the SWRPO website, and the comment period will be advertised on the SWRPO website, social media page, and local media outlets. The results of the public comment period will be presented to the TCC and TAC at their March 2016 meeting, during which the public will also be permitted to submit comments. All public comment will be documented and reasonable edits to the methodology may be made prior to final approval by the TAC.

### ***Local Point Assignments:***

The draft point assignments for both Regional and Division projects will be released for a 14-day public comment period, in accordance with the SWRPO Public Involvement Plan. The draft point assignments will be posted on the SWRPO website, and the comment period will be advertised on the SWRPO website, social media page, and local media outlets. Public comments will be documented, filed by the RPO, and distributed to appropriate local entities to inform future Prioritization processes and transportation plans. No new projects will be added to the current Prioritization 4.0 list, however, as the NCDOT deadline for submitting new projects has passed. The results of the public comment period will be presented to the TCC and TAC at their May 2016 meeting, during which the public will also be permitted to submit comments. All public comment will be documented and considered prior to final approval by the TAC. The final, approved Local Point Assignments for Regional projects will be sent to SPOT by May 31, 2016. The TAC will approve the final local point assignments for Division projects at the September meeting, at which time the public will also be permitted to submit comments. The final, approved Local Point Assignments for Division Projects will be sent to SPOT by September 30, 2016.

## **RANKING PROCESS**

### ***Scoring Criteria:***

Projects in the Prioritization 4.0 database will be scored using the following four criteria. These criteria will be used to score projects for all modes of transportation and for all funding tiers.

**SPOT Score:** The quantitative score generated by the NCDOT Strategic Office of Prioritization (SPOT) is a composite score that incorporates multiple metrics from a data-driven process including congestion, benefit-cost, safety, accessibility/connectivity, and freight. The SPOT Regional Score will be equal to 70% of the Project Regional Score and the SPOT Division Score will be equal to 50% of the Project Division Score.

**Local Priority:** Local Priority is a qualitative measure of the highest priority projects within each county. County TCC and TAC representatives are expected to collaborate with other county staff, county elected officials, staff and elected officials of municipalities within their boundaries, and other stakeholders to develop consensus on the ranked priority of projects within each county. Additional stakeholders consulted may include emergency management, law enforcement, economic development directors, tourism authorities, water and sewer authorities, tribal governments, major education or healthcare institutions, major employers, transit directors, airport managers, bicycle/pedestrian advocates, rail officials, etc.

The Local Priority ranking will incorporate the most current local knowledge such as economic development projects, destinations served, citizens' concerns, public safety, access, etc. Local stakeholders will meet to gain consensus on the priorities, and will submit a list of ranked projects in order of priority along with a brief rationale for the ranking. If a project is prioritized by more than one county, it will be assigned the average of



the points received. The Local Priority will be equal to 20% of the Regional Score and 40% of the Division Score.

**Plan Consistency:** Projects that have been identified in a locally adopted plan with public input will be given additional points. Plan Consistency will comprise 5% of the Regional Score and 5% of the Division score.

**Project Development:** Projects that have had significant planning or development activities completed will be given points to distinguish them from projects that are simply conceptual. Project Development will comprise 5% of the Regional Score and 5% of the Division Score.

***Regional Project Scoring***

CRITERIA	MAX SCORE	POINTS ALLOCATED TOWARD REGIONAL SCORE			
SPOT Score	70	SPOT score	SPOT score	SPOT score	SPOT score
Local Priority	20	Priority #4 5 points	Priority #3 10 points	Priority #2 15 points	Priority #1 20 points
Plan Consistency	5	Project is not in a locally adopted plan 0 points			Project is in CTP or other locally adopted plan 5 points
Project Development	5	Feasibility Study or other project-specific plan 2 points	Project or Sibling project programmed in current STIP 3 points	Preliminary design or engineering 4 points	Environmental document complete 5 points
<b>Total</b>	<b>100</b>				

***Division Project Scoring***

CRITERIA	MAX SCORE	POINTS ALLOCATED TOWARD DIVISION SCORE			
SPOT Score	50	SPOT score	SPOT score	SPOT score	SPOT score
Local Priority	40	Priority #4 10 points	Priority #3 20 points	Priority #2 30 points	Priority #1 40 points
Plan Consistency	5	Project is not in a locally adopted plan 0 points			Project is in CTP or other locally adopted plan 5 points
Project Development	5	Feasibility Study or other project-specific plan 2 points	Project or Sibling project programmed in current STIP 3 points	Preliminary design or engineering 4 points	Environmental document complete 5 points
<b>Total</b>	<b>100</b>				

## **LOCAL POINT ASSIGNMENT PROCESS**

Once all projects have been scored using the criteria above, SWRPO staff will rank the projects from highest to lowest within each county and within the RPO as a whole. This ranked list will be used to develop the recommended point assignments that are presented to the public for comment and to the TCC and TAC for approval.

The SWRPO has a total of 1300 Local Input Points to assign at the Regional tier and 1300 Local Input Points to assign at the Division tier. The maximum number of points any project can receive is 100.

### ***Statewide Tier:***

Statewide projects do not receive local points and are determined entirely by the SPOT quantitative score. Any projects programmed at the statewide tier will be removed from the process before the SWRPO assigns local points.

### ***Regional Point Assignments:***

Any projects on the Statewide tier that are not funded at the Statewide tier will cascade down and be available for local point assignments at the Regional tier. Any projects that are programmed at the Regional tier will be removed from the process prior to assigning Division points.

The two top-scoring Regional projects within each county will be initially assigned 100 points each, which will account for 1200 of the 1300 available points. The remaining 100 points will be assigned to the next highest scoring project, regardless of location. In the event that any counties do not have at least two Regional tier projects, then additional projects will be selected from the top of the list of remaining projects within the RPO as a whole.

### ***Division Point Assignments:***

All projects not funded at the Statewide and Regional tiers will cascade down and be eligible for Division Local Points along with the Division tier projects. Projects involving public transit, bicycle and pedestrian transportation, aviation, and rail are evaluated at the Division level in addition to highway projects on secondary routes.

The two top-scoring projects within each county will be initially assigned 100 points each, which will account for 1200 of the 1300 available points. If a non-highway project receives points from the initial 1200 allotment, the remaining 100 points will be assigned to the next highest scoring project, regardless of mode and location. However if the initial 1200 points are all assigned to highway projects, the last 100 points will be assigned to the highest scoring non-highway project that is also supported by the local government. No local points will be assigned to any project requiring local match if the local government expresses no commitment to provide the required match. In the event that any counties do not have at least two Division tier projects, then additional projects will be selected from the top of the list of remaining projects within the RPO as a whole.

### ***Tied Scores:***

In the event scores are tied, the SWRPO will work with the Division 14 Engineer to align Division priorities with RPO priorities and ensure mutual needs are prioritized appropriately. If only one of the tied projects will also be receiving points from the Division Engineer, that project will be awarded the RPO points. However if both or neither of the projects will be receiving Division points, the project with the highest SPOT score will receive the RPO points.

***Deviations from Methodology:***

The SWRPO TAC may modify final point assignments to provide local oversight to the data-driven process, to better align county priorities with the priorities of the RPO and Division 14 and to ensure appropriate projects at the relevant funding tier. Any variations in point assignments from the initial point assignments will be justified and documented. Potential justifications may include: project cost, estimated points required for funding, geographic equity, distribution between modes, new information, potential reconsideration of the limits of a programmed project, and public comment. All public comments received, all final point assignments and any justification/rationale for point assignments which deviate from this Local Methodology will be placed on the RPO website at [www.regiona.org/transportation-planning-rpo](http://www.regiona.org/transportation-planning-rpo).

This Southwestern RPO Prioritization 4.0 Local Methodology was approved by the Southwestern RPO Transportation Advisory Committee on March 28, 2016.

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Mike Fitzgerald, Chair

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Rose Bauguess, Secretary

**FY 2016-2017  
PLANNING WORK PROGRAM  
ANNUAL PROPOSED FUNDING SOURCES TABLE  
Southwestern Rural Planning Organization**

TASK CODE	TASK CODE/ WORK PRODUCT DESCRIPTION	WORK PRODUCT FORMAT	GEOGRAPHY	PRIMARY PROJECT #	RPO PROGRAM FUNDS		
					HIGHWAY/TRANSIT		TOTAL
					LOCAL 20%	STATE 80%	
<b>I. DATA COLLECTION AND ASSESSMENT</b>							
I-1	<b>DATA COLLECTION AND ASSESSMENT</b>				\$ 2,000	\$ 8,000	\$ 10,000
I-1.1	CTP Inventory and Assessment						
	Annual list of prioritized CTP needs and regional plan inventory	Spreadsheet	Southwestern				
I-1.2	Bicycle and Pedestrian Inventory and Assessment						
	Requests for bike/ped data	Spreadsheet	Southwestern				
I-1.3	Parking Inventories						
I-1.4	Vehicle Occupancy Rates (VOR) Counts and Assessment						
I-1.5	Traffic Volume Counts and Assessment						
	Requests for traffic data	Meeting Participation	Southwestern				
I-1.6	Crash Data and Assessment						
	Requests for crash data	Spreadsheet	Southwestern				
I-1.7	Public Transportation Service Data and Assessment						
	Transit Board Meetings and regional coordination	Meeting Participation	Southwestern				
	Update Coordinated Public Trans and Human Services Trans Plan	Report	Southwestern				
I-1.8	Multimodal Data Collection and Assessment						
I-1.9	Freight Data Collection and Assessment						
I-1.10	Socioeconomic Data Inventory						
	Requests for socioeconomic data	Spreadsheet					
I-1.11	Environmental and Land use Data Inventory and Assessment						
	Update inventory of local land use plans and ordinances	Spreadsheet	Southwestern				
I-1.12	Demographic Data Collection and Assessment						

SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.

TASK CODE	TASK CODE/ WORK PRODUCT DESCRIPTION	WORK PRODUCT FORMAT	GEOGRAPHY	PRIMARY PROJECT #	RPO PROGRAM FUNDS		
					HIGHWAY/TRANSIT		TOTAL
					LOCAL 20%	STATE 80%	
<b>II. TRANSPORTATION PLANNING</b>							
<b>II-1</b>	<b>COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT</b>				<b>\$ 3,200</b>	<b>\$ 12,800</b>	<b>\$ 16,000</b>
<b>II-1.1</b>	<b>Develop CTP Vision</b>						
II-1.1.a	CTP Study Setup						<i>SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.</i>
	<b>Macon Co. CTP 2017</b>						
II-1.1.b	Local CTP Vision						
<b>II-1.2</b>	<b>Conduct CTP Needs Assessment</b>						
II-1.2.a	Data Collection and Assessment						<i>SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.</i>
II-1.2.b	Current and Future Year Data Endorsements						
II-1.2.c	Deficiency Assessment						
<b>II-1.3</b>	<b>Analyze Alternatives and Environmental Screening</b>						
II-1.3.a	Alternatives Assessment						<i>SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.</i>
	<b>Jackson County CTP Steering Committee Meetings</b>	<b>Meeting Participation</b>	<b>Jackson</b>	<b>1415-01</b>			
II-1.3.b	Local Alternative Consensus						
	<b>Jackson County CTP Public Involvement</b>	<b>Meeting Participation</b>	<b>Jackson</b>	<b>1415-01</b>			
<b>II-1.4</b>	<b>Develop Final Plan</b>						
II-1.4.a	Develop CTP Maps						<i>SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.</i>
	<b>Jackson County CTP Public Involvement</b>	<b>Meeting Participation</b>	<b>Jackson</b>	<b>1415-01</b>			
II-1.4.b	Local Endorsement						
	<b>Jackson County CTP</b>	<b>Meeting Participation</b>	<b>Jackson</b>	<b>1415-01</b>			
II-1.4.c	Adopt Plan						
	<b>Jackson County CTP</b>	<b>Meeting Participation</b>	<b>Jackson</b>	<b>1415-01</b>			
II-1.4.d	CTP Document						
	<b>Jackson County CTP</b>	<b>Meeting Participation</b>	<b>Jackson</b>	<b>1415-01</b>			
II-1.4.e	CTP and Local Land Use Revisions						
	<b>Jackson County CTP</b>	<b>Meeting Participation</b>	<b>Jackson</b>	<b>1415-01</b>			
II-1.4.f	Development of Local Implementation Strategies						
	<b>Jackson County CTP</b>	<b>Meeting Participation</b>	<b>Jackson</b>	<b>1415-01</b>			

TASK CODE	TASK CODE/ WORK PRODUCT DESCRIPTION	WORK PRODUCT FORMAT	GEOGRAPHY	PRIMARY PROJECT #	RPO PROGRAM FUNDS		
					HIGHWAY/TRANSIT		TOTAL
					LOCAL 20%	STATE 80%	
<b>II-2</b>	<b>PRIORITIZATION AND PROGRAM DEVELOPMENT</b>				<b>\$ 3,600</b>	<b>\$ 14,400</b>	<b>\$ 18,000</b>
<b>II-2.1</b>	<b>Local Project Prioritization</b>						
II-2.1.a	Local Project Prioritization						SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.
	Prioritization 4.0 Final Point Assignments	Meeting Participation	Southwestern	1516-04			
	Prioritization 4.0 Public Involvement	Meeting Participation	Southwestern	1516-04			
II-2.1.b	Project Entry and SPOT Prioritization Process						
<b>II-2.2</b>	<b>STIP Participation</b>						
II-2.2.a	STIP Participation						SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.
	STIP dissemination and communications	Meeting Participation	Southwestern	1617-01			
<b>II-3</b>	<b>PROJECT DEVELOPMENT</b>				<b>\$ 2,400</b>	<b>\$ 9,600</b>	<b>\$ 12,000</b>
<b>II-3.1</b>	<b>Problem Statement and Purpose and Need</b>						
II-3.1.a	Purpose and Need Data						SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.
II-3.1.b	Public Involvement Strategies						
	Compile Project Updates/Status Reports	Report	Southwestern				
	Cherokee Co. projects (R-5735, Bridges, other)	Meeting Participation	Cherokee	1617-02			
	Clay Co. projects (NC 69, 175, Bridges, other)	Meeting Participation	Clay	1617-03			
	Graham Co. Projects (A-9, Bridges, sidewalk, other)	Meeting Participation	Graham	1617-04			
	Jackson Co. Projects (NC 107, Bridges, US19, other)	Meeting Participation	Jackson	1617-05			
	Macon Co. projects (US 441, roundabouts, Bridges, Bike/Ped, other)	Meeting Participation	Macon	1617-06			
	Swain Co. projects (Bike/Ped projects, other)	Meeting Participation	Swain	1617-07			
<b>II-3.2</b>	<b>Merger Process</b>						
II-3.2.a	Meeting Attendance						SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.
	Corridor K A-9 Coordination	Meeting Participation		1516-11			
II-3.2.b	Review and Comment						
	Corridor K A-9	Report	Southwestern	1516-11			
<b>II-3.3</b>	<b>Indirect and Cumulative Effects</b>						
II-3.3.a	ICE Assessment of Probable Growth						SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.

TASK CODE	TASK CODE/ WORK PRODUCT DESCRIPTION	WORK PRODUCT FORMAT	GEOGRAPHY	PRIMARY PROJECT #	RPO PROGRAM FUNDS		
					HIGHWAY/TRANSIT		TOTAL
					LOCAL 20%	STATE 80%	
<b>II-4</b>	<b>GENERAL TRANSPORTATION PLANNING</b>				<b>\$ 6,000</b>	<b>\$ 24,000</b>	<b>\$ 30,000</b>
II-4.1.a	Regional or Statewide Planning						
	Attend NCARPO Quarterly Meetings	Meeting Participation	Statewide				
	Attend Western RPO Coalition Meetings	Meeting Participation	Regional				
	Attend Regional Meetings - WTS, WCU, etc.	Meeting Participation	Southwestern				
	Support local planning efforts	Meeting Participation	Southwestern				
II-4.1.b	Special Studies and Projects						
	Federal Lands Access Program - Decision Committee	Other	Statewide				
		Other	Regional				
II-4.1.c	CMAQ Planning						
	Collaborate with LOSRPO on CMAQ Planning for GSMNP	Administrative	Southwestern				
II-4.1.d	Air Quality Assessment						
II-4.1.e	Alternative Funding						
II-4.1.f	Training and Certification						
	GIS Training	Meeting Participation	Southwestern				
	Communications/Facilitation Training	Meeting Participation	Southwestern				
	Merger Training	Meeting Participation	Southwestern				
	Transportation Webinars - various	Meeting Participation	Southwestern				
<b>II-4.2</b>	<b>Title VI</b>						
II-4.2.a	RPO Affirmation of Title VI Compliance						
	Respond to NCDOT requests for compliance	Administrative	Southwestern				
II-4.2.b	Transportation Initiatives and ADA Compliance						
II-4.2.c	Environmental Justice Assessment						
II-4.2.d	Limited English Proficiency (LEP) Assessment						

SPENDING DETAILS PER LINE ITEM  
ARE REQUIRED EACH QUARTER.

SPENDING DETAILS PER LINE ITEM  
ARE REQUIRED EACH QUARTER.

TASK CODE	TASK CODE/ WORK PRODUCT DESCRIPTION	WORK PRODUCT FORMAT	GEOGRAPHY	PRIMARY PROJECT #	RPO PROGRAM FUNDS		
					HIGHWAY/TRANSIT		TOTAL
					LOCAL 20%	STATE 80%	
<b>III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES</b>							
<b>III-1</b>	<b>ADMINISTRATIVE DOCUMENTS AND PUBLIC INVOLVEMENT</b>				<b>\$ 7,425</b>	<b>\$ 29,700</b>	<b>\$ 37,125</b>
<b>III-1.1</b>	<b>Administrative</b>						
III-1.1.a	Planning Work Program						SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.
	Prepare and update PWP for 2017-2018	Spreadsheet	Southwestern	1617-00			
III-1.1.b	5-Year Planning Calendar						
	Prepare 5-Year Planning Calendar for 2017-2022	Report	Southwestern	1617-00			
III-1.1.c	Quarterly Invoice and Progress Reports						
	Reports/Invoices/Deliverables/Annual Report	Report	Southwestern	1617-00			
III-1.1.d	TCC/TAC Work Facilitation						
	TCC/TAC Meetings/Preparation/Documentation	Administrative	Southwestern	1617-00			
	2017 Ethics Filings	Administrative	Southwestern	1617-00			
III-1.1.e	Regulatory Documents						
	Indirect Cost Report	Administrative	Southwestern	1617-00			
	Review/Update Bylaws	Administrative	Southwestern	1617-00			
III-1.1.f	Miscellaneous Expenses						
	Respond to Member Requests	Other	Southwestern	1617-00			
	GIS Maintenance and license	Other	Southwestern	1617-00			
<b>III-1.2</b>	<b>Public Involvement</b>						
III-1.2.a	Public Involvement Plan (PIP)						SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.
	Review/Update PIP	Report	Southwestern	1617-00			
III-1.2.b	Documentation of Public Input						
	RPO Website Maintenance	Other	Southwestern	1617-00			
	Administer Facebook Page	Other	Southwestern	1617-00			
	Other Public Involvement activities	Other	Southwestern	1617-00			
<b>TOTAL</b>					<b>\$ 24,625</b>	<b>\$ 98,500</b>	<b>\$ 123,125</b>