

SOUTHWESTERN RURAL PLANNING ORGANIZATION

125 Bonnie Lane Sylva, NC 28713

TELEPHONE: (828) 586-1962 x213
E-MAIL: rose@regiona.org

FAX: (828) 524-1968
WEBSITE: www.regiona.org



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

TECHNICAL COORDINATING COMMITTEE MEETING

March 16, 2016 at 1:00 PM
Cecil Groves Center, SCC Macon Campus
Franklin, NC

AGENDA

Welcome and Housekeeping

1. Call to Order (Paige Dowling, TCC Chair)
2. Introductions and Quorum check (Dowling)
3. Reading of Ethics Statement (Dowling)
4. Agenda Approval/Modifications (Dowling)
5. Public Comment

Action Items

6. Minutes from January 25, 2016 RPO TCC meeting (Rose Bauguess)
7. 2016-2017 Planning Work Program (Bauguess)

Informational Items

8. NCDOT Division 14 Updates (Joel Setzer)
9. Public Comment Period for Local Methodology (Bauguess)

Other Items

10. TCC Member Updates (All)
11. Adjournment

SOUTHWESTERN RURAL PLANNING ORGANIZATION (RPO)

Technical Coordinating Committee (TCC) Meeting



Meeting Date: January 25, 2016

Location: Groves Center, Southwestern Community College, Franklin, NC

Attendees:

Jurisdiction	Representative	Title	Present
Cherokee County	Randy Wiggins	County Manager	<input checked="" type="checkbox"/>
Andrews	Ed Burchins	Town Manager	<input type="checkbox"/>
Murphy	Anne Payne	Town Manager	<input type="checkbox"/>
Clay County	Aaron Patton	Economic Development Director	<input type="checkbox"/>
Graham County	Andy Cable	Economic Development Director	<input checked="" type="checkbox"/>
Fontana Dam	Jessica Cooper	Town Manager	<input type="checkbox"/>
Lake Santeetlah	Peggy Carver	Administrator	<input type="checkbox"/>
Jackson County	Mike Poston	Planning Director	<input checked="" type="checkbox"/>
Dillsboro	Debbie Coffey	Town Clerk	<input checked="" type="checkbox"/>
Sylva	Paige R. Dowling, Chair	Town Manager	<input checked="" type="checkbox"/>
Macon County	Jack Morgan	Planning & Development Director	<input checked="" type="checkbox"/>
Franklin	Justin Setser	Town Planner	<input checked="" type="checkbox"/>
Highlands	(vacant)	Planning & Development Director	<input type="checkbox"/>
Swain County	Ken Mills	Economic Development Director	<input checked="" type="checkbox"/>
Bryson City	Josh Ward	Town Manager	<input checked="" type="checkbox"/>
Transit	Kim Angel	Macon Co. Transit Director	<input type="checkbox"/>
EBCI	Josh Parker	Cherokee DOT Manager	<input type="checkbox"/>
NCDOT Division 14	Joel Setzer	Division Operations Engineer	<input checked="" type="checkbox"/>
NCDOT TPB	Catherine Bryant	RPO Coordinator	<input checked="" type="checkbox"/>
TOTAL VOTING MEMBERS PRESENT:			11

Representing	Name	Title	Present
Western Carolina Univ.	Joe Walker	Assoc. Director of Facilities Mgmt	<input checked="" type="checkbox"/>
Maria Hass	Cherokee County	Assistant County Manager	<input checked="" type="checkbox"/>
Chuck Wooten	Jackson County	County Manager	<input checked="" type="checkbox"/>
Southwestern RPO	Rose Bauguess	RPO Coordinator	<input checked="" type="checkbox"/>
Southwestern Commission	Sarah Thompson	Planning and Development Director	<input checked="" type="checkbox"/>
TOTAL NON-VOTERS PRESENT:			5

SOUTHWESTERN RURAL PLANNING ORGANIZATION (RPO)

Technical Coordinating Committee (TCC) Meeting



Welcome and Housekeeping:

1. Paige Dowling called the meeting to order.
2. Introductions were made. Jackson County Manager Chuck Wooten introduced the new Jackson County Planning Director, Mike Poston, who will be serving as the new TCC member. Dowling determined a quorum was present.
3. Dowling read the ethics statement.
4. Dowling reviewed the agenda and asked if there were any proposed modifications to the agenda. Hearing none, Joel Setzer motioned to approve the agenda, with a second by Wooten.
5. Dowling offered the opportunity for public comment; no members of the public were in attendance.

Action Items:

6. Bauguess called for approval of the minutes from the September 28, 2015 RPO TCC meeting. Motion by Setzer, seconded by Jack Morgan; motion carried unanimously.
7. Bauguess called for approval of updates to the SWRPO TCC Bylaws. One of the primary updates was to include the EBCI and Transit representatives as voting members. There was some discussion regarding the option to add additional members representing other modes of transportation, such as airports, rail, bicycle, and pedestrian. It was clarified that the Bylaws do not stipulate these members be added, they only allow for the option if the TCC chooses to add members at a later date. Randy Wiggins offered a motion to approve the updated Bylaws, with a second by Ken Mills; the motion carried unanimously.
8. 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 significant discussion on one of the criteria, "Plan Consistency." The current draft included a sliding scale of 2, 3 or 5 points. The suggestion was made to change it to 5 points for being in an adopted plan, and 0 points if not. The primary reason for doing this is to make sure than all projects were treated equally, because it may be possible to miss a plan that is "underway", or completed but not adopted. Setzer made a motion to amend the methodology to a 0 or 5, rather than a sliding scale of 2, 3, or 5 points. Wooten seconded the motion. Randy Wiggins, Andy Cable, and Catherine Bryant voted nay; all others voted yay; and the motion carried.
 - Other discussion: Justin Setser expressed concern about the bike/ped projects only getting funding in the developmental STIP (years 6-10), thus having to go through Prioritization again. Joel Setzer said this has been discussed in NCDOT and hopefully some bike/ped projects will be funded in years 1-5 next time. Wooten added that airport projects were very important to economic development, but couldn't compete with highways. There seems to be very little room for other modes in the STI Law. Wooten also asked how the counties would go about ranking their top projects. Bauguess responded that each county operates



Technical Coordinating Committee (TCC) Meeting

very differently, so we do not want to prescribe an exact process. However it should be a collaborative process, to be led by the County TCC representative.

- Dowling asked if there any further comments. Jack Morgan offered a motion to conditionally approve the Draft Local Methodology, to be sent to the TAC, NCDOT, and public comment prior to final approval. Josh Ward seconded the motion and the motion carried unanimously.

Informational Items:

9. Setzer gave the NCDOT Division 14 update on major projects in the Southwestern RPO.
10. Bauguess issued a request for 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.
11. Bauguess reviewed the 2016 TCC meeting schedule. The SCC Franklin location is not available for the May 10 meeting date; Setzer offered the NCDOT District office in Andrews as an option. It was decided to meet in Andrews in May, pending availability of the conference room.
12. 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:

13. TCC Members provided updates from their respective jurisdictions:
 - Transportation Planning Branch – Catherine Bryant reported that the Base Year Model for the Jackson County CTP is done. The next step is to rate different areas for either high, medium, or low projected growth.
 - Swain County – Ken Mills reported that Swain County is also interested in doing a minor amendment to their CTP in the coming year.
 - Cherokee County – Josh Carpenter has taken another job and Randy and Maria will be filling his seat on the TCC. The casino opening has altered traffic patterns in their area.
 - WCU – Joe Walker spoke about the upcoming bond referendum and the benefit it would provide to the region through investments in WCU and SCC. He encouraged members to support the bond on March 15.
 - Jackson County – Chuck Wooten reported that new Planning Director will be busy tackling the County Comprehensive Plan and the CTP.
 - Dillsboro – Debbie Coffey reported that all is quiet in Dillsboro at the moment.
 - Franklin – Justin Setzer reported that there is an open house for the Town's Bicycle and Pedestrian plan on February 23. So far they have received 260 responses to their public input survey – impressive for a town their size.



Technical Coordinating Committee (TCC) Meeting

- Bryson City – Josh Ward reported that he is working on a Golden Leaf grant for water and sewer.
- Macon County – Jack Morgan reported that Macon County is almost done with their Comprehensive Plan update.
- Sylva had no major update to report.

14. Setzer moved to adjourn, seconded by W.

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%	
I. DATA COLLECTION AND ASSESSMENT							
I-1	DATA COLLECTION AND ASSESSMENT				\$ 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%	
II. TRANSPORTATION PLANNING							
II-1	COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT				\$ 3,200	\$ 12,800	\$ 16,000
II-1.1	Develop CTP Vision						
II-1.1.a	CTP Study Setup						SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.
	Macon Co. CTP 2017						
II-1.1.b	Local CTP Vision						
II-1.2	Conduct CTP Needs Assessment						
II-1.2.a	Data Collection and Assessment						SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.
II-1.2.b	Current and Future Year Data Endorsements						
II-1.2.c	Deficiency Assessment						
II-1.3	Analyze Alternatives and Environmental Screening						
II-1.3.a	Alternatives Assessment						SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.
	Jackson County CTP Steering Committee Meetings	Meeting Participation	Jackson	1415-01			
II-1.3.b	Local Alternative Consensus						
	Jackson County CTP Public Involvement	Meeting Participation	Jackson	1415-01			
II-1.4	Develop Final Plan						
II-1.4.a	Develop CTP Maps						SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.
	Jackson County CTP Public Involvement	Meeting Participation	Jackson	1415-01			
II-1.4.b	Local Endorsement						
	Jackson County CTP	Meeting Participation	Jackson	1415-01			
II-1.4.c	Adopt Plan						
	Jackson County CTP	Meeting Participation	Jackson	1415-01			
II-1.4.d	CTP Document						
	Jackson County CTP	Meeting Participation	Jackson	1415-01			
II-1.4.e	CTP and Local Land Use Revisions						
	Jackson County CTP	Meeting Participation	Jackson	1415-01			
II-1.4.f	Development of Local Implementation Strategies						
	Jackson County CTP	Meeting Participation	Jackson	1415-01			

TASK CODE	TASK CODE/ WORK PRODUCT DESCRIPTION	WORK PRODUCT FORMAT	GEOGRAPHY	PRIMARY PROJECT #	RPO PROGRAM FUNDS		
					HIGHWAY/TRANSIT		TOTAL
					LOCAL 20%	STATE 80%	
II-2	PRIORITIZATION AND PROGRAM DEVELOPMENT				\$ 3,600	\$ 14,400	\$ 18,000
II-2.1	Local Project Prioritization						
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						
II-2.2	STIP Participation						
II-2.2.a	STIP Participation						SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.
	STIP dissemination and communications	Meeting Participation	Southwestern	1617-01			
II-3	PROJECT DEVELOPMENT				\$ 2,400	\$ 9,600	\$ 12,000
II-3.1	Problem Statement and Purpose and Need						
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			
II-3.2	Merger Process						
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			
II-3.3	Indirect and Cumulative Effects						
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%	
II-4	GENERAL TRANSPORTATION PLANNING				\$ 6,000	\$ 24,000	\$ 30,000
II-4.1.a	Regional or Statewide Planning				<i>SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.</i>		
	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				
II-4.2	Title VI				<i>SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.</i>		
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						

TASK CODE	TASK CODE/ WORK PRODUCT DESCRIPTION	WORK PRODUCT FORMAT	GEOGRAPHY	PRIMARY PROJECT #	RPO PROGRAM FUNDS			
					HIGHWAY/TRANSIT		TOTAL	
					LOCAL 20%	STATE 80%		
III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES								
III-1	ADMINISTRATIVE DOCUMENTS AND PUBLIC INVOLVEMENT					\$ 7,425	\$ 29,700	\$ 37,125
III-1.1	Administrative							
III-1.1.a	Planning Work Program							
	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				
III-1.2	Public Involvement							
III-1.2.a	Public Involvement Plan (PIP)							
	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				
TOTAL						\$ 24,625	\$ 98,500	\$ 123,125

SPENDING DETAILS PER LINE ITEM ARE REQUIRED EACH QUARTER.

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