



Southwestern Commission

125 Bonnie Lane
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Phone: 828.586.1962
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regiona.org

SOUTHWESTERN RURAL PLANNING ORGANIZATION

TECHNICAL COORDINATING COMMITTEE (TCC) MEETING

May 15, 2019 at 1:00 PM

SCC Groves Center: 44 Siler Farm Rd. Franklin, NC

AGENDA

Welcome and Housekeeping

1. Introductions and Quorum check (Jack Morgan, TCC Vice-Chair)
2. Ethics Reminder* (Jack Morgan)
3. Agenda Approval/Modifications (Jack Morgan)
4. Public Comment

Action Items

5. Minutes from March 13, 2019 SWRPO TCC meeting (Rose Bauguess)
6. SWRPO FY 2020 Planning Work Program (Rose Bauguess)

Informational Items

7. SWRPO Staff Update (Rose Bauguess)
8. NCDOT Division 14 Updates (Troy Wilson)
9. NCDOT Transportation Planning Division Update (Roger Castillo)

Other Items

10. TCC Member Updates (All)
11. Adjournment (Morgan)

**In accordance with the State Government Ethics Act, it is the duty of every TCC member to avoid conflicts of interest. If anyone has a conflict of interest with respect to any matters coming before the TCC today, please identify the conflict and refrain from any participation in the matter involved.*

Southwestern Commission does not discriminate on the basis of age, sex, race, marital status, color, religion, national origin or disability

Cherokee County
Andrews
Murphy

Clay County
Hayesville

Graham County
Robbinsville
Lake Santeetlah
Fontana Dam

Haywood County
Canton
Clyde
Maggie Valley
Waynesville

Jackson County
Dillsboro
Forest Hills
Sylva
Webster

Macon County
Franklin
Highlands

Swain County
Bryson City

**Eastern Band
of Cherokee
Indians**



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SOUTHWESTERN RURAL PLANNING ORGANIZATION (SWRPO) Technical Coordinating Committee (TCC) Meeting

Meeting Date: March 13, 2019

Location: NCDOT, Andrews, NC

Jurisdiction	Representative	Title	03/13/2019
Cherokee County	Randy Wiggins	County Manager	<input checked="" type="checkbox"/>
Andrews	Bill Green	Town Manager	<input checked="" type="checkbox"/>
Murphy	Chad Simons	Town Manager	<input type="checkbox"/>
Clay County	Mark Pullium	County Manager	<input type="checkbox"/>
Graham County	Becky Garland	County Manager	<input type="checkbox"/>
Fontana Dam	Zelerie Rogers	Town Administrator	<input type="checkbox"/>
Jackson County	Michael Poston	Planning Director	<input checked="" type="checkbox"/>
Dillsboro	Debbie Coffey	Town Clerk	<input type="checkbox"/>
Sylva	Paige R. Dowling, Chair	Town Manager	<input type="checkbox"/>
Macon County	Jack Morgan, Vice-Chair	Planning & Development Director	<input checked="" type="checkbox"/>
Franklin	Justin Setser	Town Planner	<input checked="" type="checkbox"/>
Highlands	Josh Ward	Town Manager	<input type="checkbox"/>
Swain County	Ken Mills	Economic Development Director	<input checked="" type="checkbox"/>
Bryson City	Regina Mathis	Town Manager	<input type="checkbox"/>
EBCI	Manual Maples	Cherokee DOT	<input type="checkbox"/>
Transit	Kim Angel	Macon Co. Transit Director	<input type="checkbox"/>
NCDOT Division 14	Steve Williams	Division Planning Engineer	<input checked="" type="checkbox"/>
NCDOT TPD	Roger Castillo Santamaria	RPO Coordinator	<input checked="" type="checkbox"/>
TOTAL VOTING MEMBERS PRESENT:			8

Representing	Name	Title	Present
Southwestern Commission	Rose Bauguess	RPO Director	<input checked="" type="checkbox"/>
Southwestern Commission	Becca Scott	Project Manager	<input checked="" type="checkbox"/>
NCDOT Division 14	Troy Wilson	Corridor Development Engineer	<input checked="" type="checkbox"/>
NCDOT Division 14	Chris Lee	District Engineer	<input checked="" type="checkbox"/>
NCDOT Division 14	Andy Russell	District Engineer	<input checked="" type="checkbox"/>
NCDOT TPD	Pam Cook	Engineer	<input checked="" type="checkbox"/>
Town of Franklin	Nathaniel Moore	Town Engineer/ Public Works Director	<input checked="" type="checkbox"/>
Vaughn and Melton	Joel Setzer		<input checked="" type="checkbox"/>
TOTAL NON-VOTERS PRESENT:			8

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Graham County
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Maggie Valley
Waynesville

Jackson County
Dillsboro
Forest Hills
Sylva
Webster

Macon County
Franklin
Highlands

Swain County
Bryson City

Eastern Band of Cherokee Indians

Welcome and Housekeeping:

1. Chair Paige Dowling was absent; Vice-Chair Jack Morgan called the meeting to order. Introductions were made. Jack determined a quorum was present.
2. Jack read the ethics reminder.
3. Jack reviewed the agenda and asked if there were any modifications necessary. Mike Poston motioned to approve the agenda as presented; Steve Williams seconded the motion and it was approved unanimously.
4. Jack offered the opportunity for public comment; no one commented.

Action Items:

5. Rose Bauguess presented the minutes from the January 16, 2019 SWRPO TCC meeting for review and discussion. Steve Williams motioned to approve the minutes as presented, seconded by Mike Poston; the motion carried unanimously.
6. Rose presented an overview of the SWRPO Title VI Non-Discrimination Plan. Randy Wiggins asked for clarification on RPO staffing in Section III, and if it indicates that Sarah Thompson works on the RPO full-time. Rose will add language to clarify that she is the only full-time RPO person. Poston motioned to approve the resolution with this correction; seconded by Randy Wiggins; the motion carried unanimously.

Informational Items:

7. Pam Cook from NCDOT's Transportation Planning Division gave a presentation on NCDOT's Statewide Plan, called NC Moves 2050. She asked for feedback from the committee on areas of concern regarding transportation services. A summary of the committee feedback is attached below.
8. Roger Castillo provided the Transportation Planning Division updates and distributed a handout.
9. Rose Bauguess provided the SWRPO Staff Update:
 - **Prioritization 6.0.**
 - The Prioritization 6.0 Workgroup has been meeting regularly and has arrived on 14 consensus points. A few of the key ones are:
 - Committed Projects Window – change from 5 years to 6 years
 - Local Input Points – optional 500 point “flex” between Regional Impact and Division Needs
 - Local Input Points – allocation formula same as P5.0 (SWRPO 1300 points in each category)
 - Normalization – Change Division Needs 4% non-highway allocation to all-Division competition
 - Number of Submittals – Same as P5.0 (SWRPO 20 new submittals + Carryover)
 - Pre-Submittal – Intersection improvements analyzed for Travel Time Savings.
 - NCDOT is scheduling Express Design Reviews on most unfunded projects from P5.0.
 - This summer we will be determining which projects to submit for P6.0 scoring.
 - **2020 Census.**
 - Participant Statistical Area Program – opportunity to modify geographic boundaries for census tracts, block groups, and Census Designated Places.
 - Complete Count Committees in each county are being encouraged.
 - Macon County CTP will hold its first Steering Committee meeting March 26.

- RPO staff applied for a State Planning and Research Grant to conduct a feasibility study for a Transloader Facility in the region. We should hear in July if it gets funded.
- Upcoming Dates:
 - March 15 – Public comment period for Corridor K closes
 - April 7-13 – NCDOT Spring Litter Sweep
 - April 15 – Ethics Commission Filing for TAC Members – due
 - May 15 – next TCC meeting in Franklin
 - May 31 – NCDOT Complete Streets Workshop in Sylva

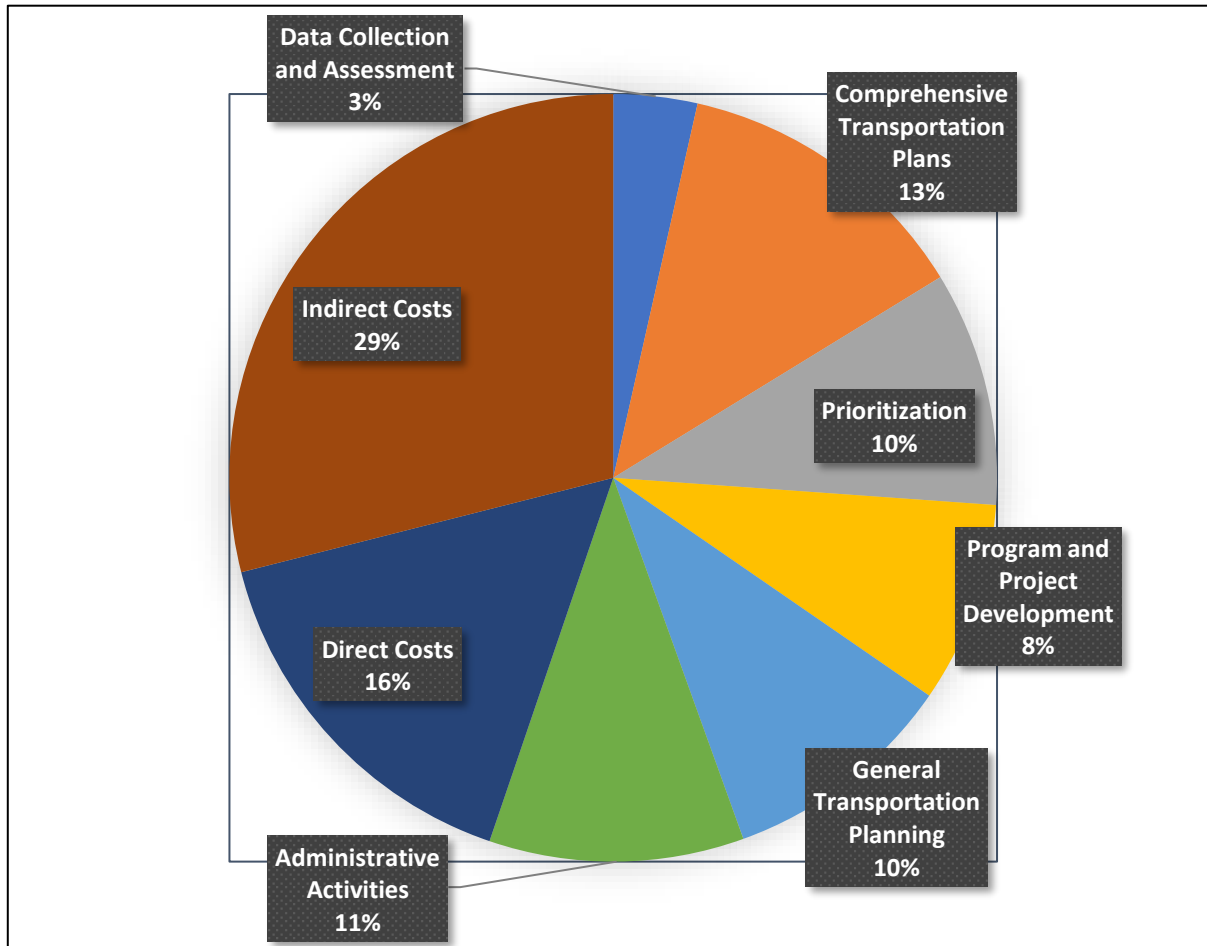
10. Steve Williams provided the NC Division 14 updates.

Other Items:

11. TCC Members provided updates from their respective jurisdictions:

- Michael Poston reported that Jackson County received a Pedestrian Planning Grant from NCDOT's Bike and Pedestrian Division.
- Ken Mills reported on road repairs needed due to the large amounts of rainfall this year so far, specifically on Hwy 74 in Swain County.
- Justin Setser reported that the roundabout project in Franklin is letting soon. The Georgia Road access management has begun construction on the A section and the B section is in design. He also mentioned concerns about detour routes is a major slide ever closed Cowee mountain.
- Jack Morgan reported that Macon County's Comprehensive Transportation Plan is up and running.

12. Justin Setser moved to adjourn.



Data Collection and Assessment	\$ 5,000
Comprehensive Transportation Plans	\$ 18,000
Prioritization	\$ 14,000
Program and Project Development	\$ 12,000
General Transportation Planning	\$ 14,000
Administrative Activities	\$ 15,194
Direct Costs	\$ 22,400
Indirect Costs	\$ 41,000
	\$ 141,594

Programmatic Direct Charges	\$ 15,000
Advertising & Postage	\$ 300
Lodging, Meals, Incidentals	\$ 3,500
Registration/Training	\$ 600
Travel	\$ 3,000
	\$ 22,400

FY 2019-2020
PLANNING WORK PROGRAM
ANNUAL PROPOSED FUNDING SOURCES TABLE

Southwestern RPO

TASK CODE	WORK CATEGORY	RPO PROGRAM FUNDS					
		LOCAL	STATE	TOTAL			
		20%	80%				
I. DATA COLLECTION AND ASSESSMENT							
I-1	DATA COLLECTION AND ASSESSMENT	\$ 1,000	\$ 4,000	\$ 5,000			
I-1.1	Highway						
I-1.2	Other Modes						
I-1.3	Socioeconomic						
I-1.4	Title VI						
II. TRANSPORTATION PLANNING							
II-1	COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT	\$ 3,600	\$ 14,400	\$ 18,000			
II-1.1	Develop CTP Vision						
II-1.2	Conduct CTP Needs Assessment						
II-1.3	Analyze Alternatives and Environmental Screening						
II-1.4	Develop Final Plan						
II-1.5	Adopt Plan						
II-2	PRIORITIZATION	\$ 2,800	\$ 11,200	\$ 14,000			
II-2.1	Project Prioritization						
II-3	PROGRAM AND PROJECT DEVELOPMENT						
II-3.1	STIP Participation						
II-3.2	Merger / Project Development						
II-4	GENERAL TRANSPORTATION PLANNING						
II-4.1	Regional and Statewide Planning						
II-4.2	Special Studies, Projects and Other Trainings						
III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES							
III-1	ADMINISTRATIVE ACTIVITIES				\$ 3,039	\$ 12,155	\$ 15,194
III-1.1	Administrative Documents						
III-1.2	TCC / TAC Work Facilitation; Ethics Compliance						
III-1.3	Program Administration						
IV. DIRECT COSTS							
IV-1	PROGRAMMATIC DIRECT CHARGES	\$ 3,000	\$ 12,000	\$ 15,000			
IV-1.1	Program-wide Direct Costs						
IV-2	ADVERTISING						
IV-2.1	News Media Ads						
IV-3	LODGING, MEALS, INCIDENTALS	\$ 700	\$ 2,800	\$ 3,500			
IV-3.1	Hotel Costs						
IV-3.2	Meal Costs						
IV-3.3	Incidentals						
IV-4	POSTAGE	\$ 20	\$ 80	\$ 100			
IV-4.1	Mailings						
IV-5	REGISTRATION / TRAINING						
IV-5.1	Conference Registration						
IV-5.2	Meeting / Workshop / Training Fees						
IV-6	TRAVEL						
IV-6.1	Mileage Reimbursement						
IV-6.2	Car Rental Costs						
IV-6.3	Other Travel Expenses						
V. INDIRECT COSTS							
V-1	INDIRECT COSTS APPROVED BY COGNIZANT AGENCY FY 17-18	\$ 8,200	\$ 32,800	\$ 41,000			
V-1.1	Incurred Indirect Costs						
TOTAL							
		\$ 28,319	\$ 113,275	\$ 141,594			

Approved by the TAC on: May 29, 2019

Signature, TAC Chairman

Signature, RPO Secretary

**FY 2019-2020
PLANNING WORK PROGRAM
Narrative
Southwestern Rural Planning Organization**

I. DATA COLLECTION AND ASSESSMENT

I-1 DATA COLLECTION AND ASSESSMENT \$ 5,000.00

I-1.1 Highway	Analyze crash data and traffic data as needed.
I-1.2 Other Modes	Support transit, bicycle, pedestrian, and freight data assessment efforts as needed.
I-1.3 Socioeconomic	Update Socioeconomic and demographic data as needed. Provide support for 2020 census data collection.
I-1.4 Title VI	Ensure compliance with Title VI requirements.

II. TRANSPORTATION PLANNING

II-1 COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT \$ 18,000.00

II-1.1 Develop CTP Vision	Macon County CTP
II-1.2 Conduct CTP Needs Assessment	Macon County CTP
II-1.3 Analyze Alternatives and Environmental Screening	Macon County CTP
II-1.4 Develop Final Plan	Macon County CTP
II-1.5 Adopt Plan	Macon County CTP

II-2 PRIORITIZATION \$ 14,000.00

II-2.1 Project Prioritization	Analyze P5.0 data to improve P6.0 projects. Gather data for potential new projects, discuss alternate weights, scoring methodology with other POs and Division staff. Participate in SPOT training. Solicit new projects from local governments. Communicate prioritization information to local officials and the public. Develop P6.0 Local Methodology, score projects, and apply local input points.
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II-3 PROGRAM AND PROJECT DEVELOPMENT \$ 12,000.00

II-3.1 STIP Participation	Track and communicate project schedules to local governments and the public.
II-3.2 Merger / Project Development	Provide planner input and represent local priorities during project scoping and development; provide communication on projects to citizens and groups; assist with local officials meetings and public workshops. A-0009 Merger meetings and local officials meetings, public communications. R-5847 Merger meetings

II-4 GENERAL TRANSPORTATION PLANNING \$ 14,000.00

II-4.1 Regional and Statewide Planning	Participate in NCARPO quarterly meetings, Western Coalition meetings, MPO conference, Public Transit conference, Bike/Ped conference, Traffic Safety conference, NADO conference, Rail conference, Public Participation conference, NCDOT public involvement steering committee, other regional planning and/or transportation related meetings and conferences.
II-4.2 Special Studies, Projects and Other Trainings	GIS training, leadership training, facilitation training, transportation webinars. Etc.

III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES

III-1 ADMINISTRATIVE ACTIVITIES \$ 15,194.00

III-1.1 Administrative Documents	Prepare PWP, amendments, Quarterly Reports and Final Yearly Narrative. Update MOU, Bylaws, or PIP as needed.
III-1.2 TCC / TAC Work Facilitation; Ethics Compliance	

Facilitate TCC and TAC committee meetings and work sessions; prepare agendas, materials, and presentations. Ensure TAC compliance with Ethics Commission requirements.

III-1.3 Program Administration

General RPO communications and administration; responding to questions and requests for assistance from the press, citizens, government staff, developers, and elected officials. Providing transportation planning education for citizens and groups. Maintain RPO website, social media pages, and other communication channels.

IV. DIRECT COSTS

IV-1 PROGRAMMATIC DIRECT CHARGES	\$ 15,000.00
IV-1.1 Program-wide Direct Costs	
Operating costs of the RPO program	
IV-2 ADVERTISING	\$ 200.00
IV-2.1 News Media Ads	
Advertising for public meetings, public comment	
IV-3 LODGING, MEALS, INCIDENTALS	\$ 3,500.00
IV-3.1 Hotel Costs	
Overnight stays necessary to attend NCARPO quarterly meetings, NCAMPO Conference, NADO Conference, Leadership Training, GIS Training, Census training, SPOT training, Public transit conference, Bike/Ped conference, Public Participation conference, Traffic safety conference, Merger team meetings.	
IV-3.2 Meal Costs	
Meal costs related to overnight travel	
IV-3.3 Incidentals	
Tips, hotel parking	
IV-4 POSTAGE	\$ 100.00
IV-4.1 Mailings	
Postage and shipping costs	
IV-5 REGISTRATION / TRAINING	\$ 600.00
IV-5.1 Conference Registration	
NCAMPO Conference, NADO conference, Rail conference, Bike/Ped conference, Traffic safety conference, Public Participation Conference	
IV-5.2 Meeting / Workshop / Training Fees	
GIS training	
IV-6 TRAVEL	\$ 3,000.00
IV-6.1 Mileage Reimbursement	
Mileage Reimbursement	
IV-6.2 Car Rental Costs	
Car Rental Costs	
IV-6.3 Other Travel Expenses	
Parking fees, airfare, other	
V. INDIRECT COSTS	
V-1 INDIRECT COSTS APPROVED BY COGNIZANT AGENCY FY 18-19	\$ 41,000.00
V-1.1 Incurred Indirect Costs	
Indirect costs for operating the RPO Program	
TOTAL	\$ 141,594.00