



Southwestern Commission

125 Bonnie Lane
Sylva, NC 28779

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regiona.org

SOUTHWESTERN RURAL PLANNING ORGANIZATION TRANSPORTATION ADVISORY COMMITTEE (TAC) MEETING

May 29, 2019 at 5:00 PM

Chestnut Tree Inn, 37 Tsalagi Rd, Cherokee, NC

AGENDA

Welcome and Housekeeping

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

Action Items

5. Minutes from March 25, 2019 SWRPO TAC meeting (Rose Bauguess)
6. SWRPO 2018-2019 Planning Work Program Amendment (Bauguess)
7. SWRPO 2019-2020 Planning Work Program Adoption (Bauguess)

Guest Presentation:

8. "Traffic Engineering Basics" presented by
Dean Ledbetter, NCDOT Division 12 Corridor Development Engineer

Informational Items

9. SWRPO Staff Update (Bauguess)
10. NCDOT Division 14 Update (Steve Williams)
11. NCDOT Transportation Planning Division Update (Roger Castillo)

Other Items

12. TAC Member Updates (All)
13. Adjournment

**In accordance with the State Government Ethics Act, it is the duty of every TAC member to avoid conflicts of interest. If anyone has a conflict of interest with respect to any matters coming before the TAC 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) Transportation Advisory Committee (TAC) Meeting Summary

Meeting Date: March 25, 2019

Location: Cherokee, NC

Jurisdiction	Representative	Present
Cherokee County	CB McKinnon – Chair	<input checked="" type="checkbox"/>
Andrews	James Reid	<input type="checkbox"/>
Murphy	Rick Ramsey	<input type="checkbox"/>
Clay County	Clay Logan	<input checked="" type="checkbox"/>
Hayesville	Harry Baughn	<input checked="" type="checkbox"/>
Graham County	Connie Orr	<input type="checkbox"/>
Fontana Dam	Rob Hardy	<input type="checkbox"/>
Lake Santeetlah	Roger Carlton	<input checked="" type="checkbox"/>
Robbinsville	Brian Johnson	<input type="checkbox"/>
Jackson County	Brian McMahan	<input type="checkbox"/>
Dillsboro	Mike Fitzgerald	<input checked="" type="checkbox"/>
Forest Hills	Niall Michelsen	<input checked="" type="checkbox"/>
Sylva	Lynda Sossamon	<input checked="" type="checkbox"/>
Webster	Tracy Rodes	<input checked="" type="checkbox"/>
Macon County	Ronnie Beale	<input checked="" type="checkbox"/>
Franklin	Bob Scott	<input checked="" type="checkbox"/>
Highlands	Patrick Taylor	<input checked="" type="checkbox"/>
Swain County	Roger Parsons	<input checked="" type="checkbox"/>
Bryson City	Tom Sutton	<input checked="" type="checkbox"/>
NCDOT Board	Jack Debnam	<input checked="" type="checkbox"/>
TOTAL VOTING MEMBERS PRESENT:		14

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Cherokee County
Andrews
Murphy

Clay County
Hayesville

Graham County
Robbinsville
Lake Santeetlah
Fontana Dam

Haywood County
Canton
Clyde
Maggie Vahey
Waynesville

Jackson County
Dillsboro
Forest Hills
Sylva
Webster

Macon County
Franklin
Highlands

Swain County
Bryson City

**Eastern Band
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Indians**

Representing	Name	Present
Southwestern RPO	Rose Bauguess	☒
Southwestern Commission	Russ Harris	☒
NCDOT Division 14	Steve Williams	☒
NCDOT Division 14	Troy Wilson	☒
NCDOT TPD	Roger Castillo	☒
NCDOT TPD	James Upchurch	☒
Town of Sylva and TCC	Paige Dowling	☒
TOTAL NON-MEMBERS PRESENT:		7

Welcome and Housekeeping:

1. Chair CB McKinnon called the meeting to order. Introductions were made, and McKinnon determined a quorum was present.
2. McKinnon read the ethics statement and reminded the members about the importance of recognizing a conflict of interest when one exists.
3. McKinnon asked if there were any modifications to the agenda. Hearing none, Mike Fitzgerald motioned to approve the agenda as presented, and with a second by Harry Baughn, the agenda was approved.
4. McKinnon offered the opportunity for public comment; there were none.

Action Items:

5. Rose Bauguess presented the minutes from the January 28, 2019 SWRPO TAC meeting for review and discussion. Roger Carlton motioned to approve the minutes as presented, seconded by Lynda Sossamon; the motion carried unanimously.
6. Bauguess presented the SWRPO Title VI Non-Discrimination Plan. She noted that the demographic maps were based on the 2009-2013 American Community Survey data. Newer data have since been released, so the Title VI plan will be updated over the next year. Ronnie Beale mentioned that the Hispanic and Latino population shown for Macon County has decreased significantly in recent years. Jack Debnam motioned to approve the Plan; seconded by Ronnie Beale, the motion carried unanimously.

7. Guest Presentation, NC Moves 2050:

Mr. James Upchurch, NCDOT’s Mountains Planning Group Supervisor, presented information on NCDOT’s Statewide Plan, called NC Moves 2050. The planning process will be going on for the next two years and there will be multiple opportunities for public input. Mr. Upchurch highlighted eight areas of change and uncertainty that will shape the future of transportation: Demographics, Economy, Tourism, Partnerships, Funding, Technology, Security, and Resiliency. He then asked for input from the TAC members on which of these areas they are most concerned about. The

discussions that followed demonstrated that all the areas are important. Some of the highlights included:

- Funding:
 - In theory, if we had enough money, we could solve many of these other issues.
 - Rural projects don't compete well with the urban areas in the STI scoring system.
 - We don't score well in congestion or travel-time savings.
 - We don't score well in the criteria for military, rail, and ports.
 - We haven't received any projects funded at the statewide category.
 - Construction costs are higher in the mountains, which also lowers our benefit/cost ratio.
 - Design standards are harder to achieve, and projects have greater impacts.
 - Future funding to pay for all the needs is very uncertain.
 - Parity with other regions – urban/rural divide.
 - Resiliency:
 - Major rain events, rockslides, floods can cause major disruptions when a road is closed or a bridge is washed out. There are few alternate routes due to topography, so that when one is closed for a slide, flood or accident, people have no way out. If a bridge washes out at the bottom of a cove, those people are trapped – no road over the ridges.
 - Some people have to travel a long distance to find work. Transportation is heavily dependent on personal vehicles, so if there are gas shortages we could be stranded.
 - Access to trauma centers, and delivery of medicines is already difficult, but if the roads are blocked it becomes impossible.
 - Technology:
 - Broadband is critical for people to be able to work remotely, do homework assignments, search for jobs, healthcare, etc. without traveling. Autonomous vehicles will require broadband.
 - Delivery of medical supplies via drones could help during emergencies.
 - Demographics:
 - Population is aging at a fast rate. Fewer working people to support the economy. Elderly need access to healthcare facilities and assisted living facilities.
 - Western Carolina University is growing, but many young people leave the area for jobs.
 - Tourism:
 - Very important sector our economy. Motorcyclists like the roads curvy and narrow, but accident rate is too high, and uses a lot of resources to save them.
 - Historic downtowns are important attractions – walkability is important for the safety of residents and tourists.
 - Economy:
 - Transportation infrastructure is critical to a strong economy.
 - Freight movement through our region could be improved.
- An additional concern for the future is parity in our communities – regarding income, education, and health. Employers are unable to find the workers they need to fill jobs.

Informational Items:

8. Bauguess provided the RPO staff update, including the following items:

- Prioritization 6.0:
 - 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
 - Schedule: Our 20 new submittals for P6.0 scoring will need to be adopted at our TAC meeting on September 23.
- Census Activities:
 - Participant Statistical Area Program – opportunity to modify boundaries of Census tracts, block groups, or Census Designated Places.
 - Complete Count Committees should be organized in each county to provide local outreach and increase participation.
 - Macon County CTP is up and running – the first Steering Committee meeting March 26.
 - Transload Grant: RPO staff applied for a State Planning and Research Grant Application to do a Transload Facility Feasibility Study for the Southwestern region. We will find out in July if it will be awarded.
 - 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

9. Steve Williams provided the Division 14 project status updates.

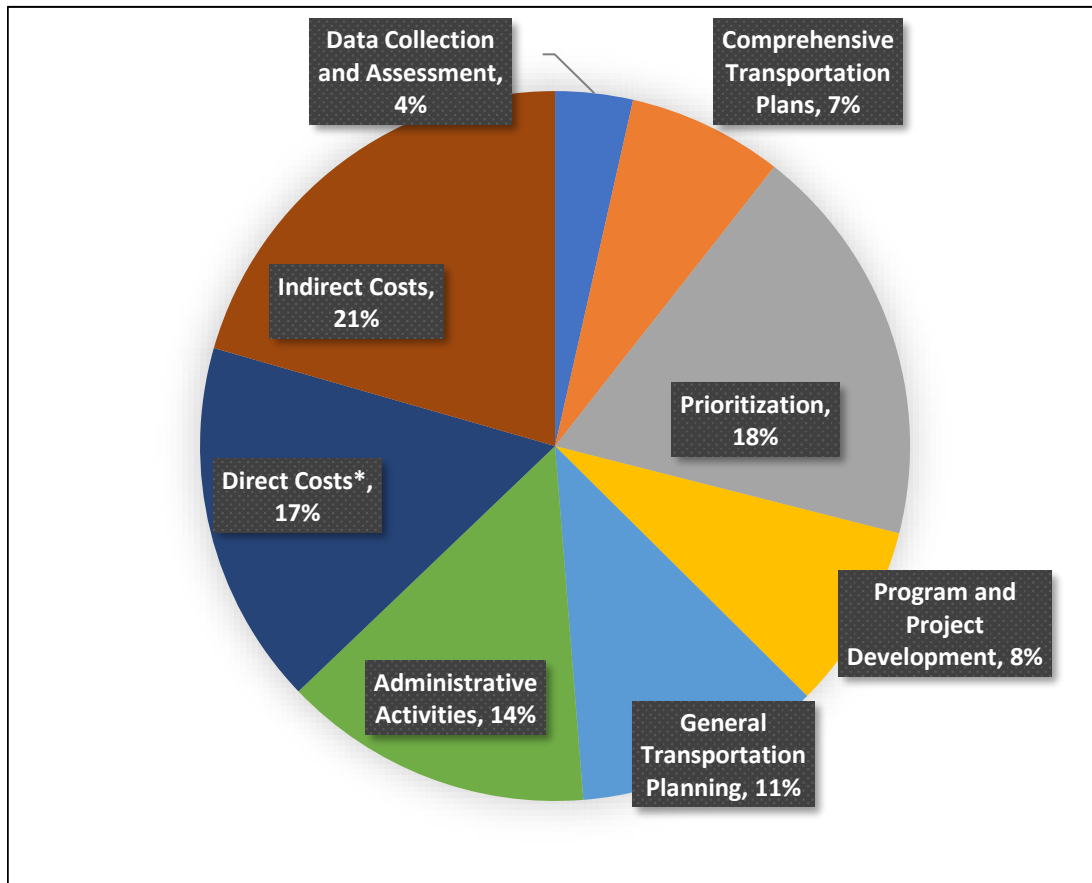
10. Roger Castillo provided the Transportation Planning Division updates.

Other Items:

11. TAC members were skipped due to time constraints.

12. Mike Fitzgerald moved to adjourn, seconded by all. The next meeting is scheduled for Wednesday, May 29, 2019.

ORIGINAL SWRPO 2018-2019 Planning Work Program

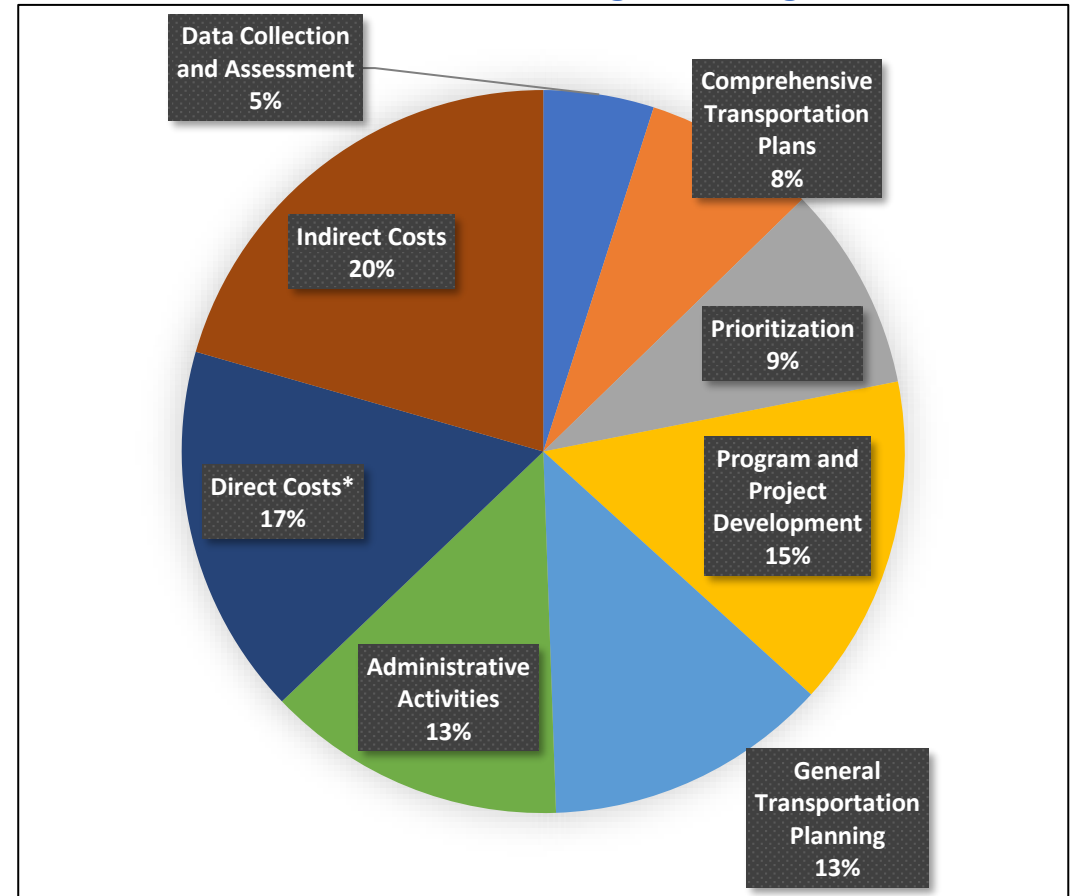


	Original \$	Amended \$	Difference
Data Collection and Assessment	\$ 5,000	\$ 7,000	\$ 2,000
Comprehensive Transportation Plans	\$ 10,000	\$ 11,000	\$ 1,000
Prioritization	\$ 26,000	\$ 13,000	\$ (13,000)
Program and Project Development	\$ 12,000	\$ 21,000	\$ 9,000
General Transportation Planning	\$ 16,000	\$ 18,000	\$ 2,000
Administrative Activities	\$ 20,000	\$ 19,000	\$ (1,000)
Direct Costs*	\$ 23,500	\$ 23,500	\$ -
Indirect Costs	\$ 29,094	\$ 29,094	\$ -
TOTAL	\$ 141,594	\$ 141,594	\$ -

Direct Costs*

Programmatic Direct Charges	\$ 16,500
Advertising & Postage	\$ 900
Lodging, Meals, Incidentals	\$ 2,500
Registration/Training	\$ 600
Travel	\$ 3,000
TOTAL	\$ 23,500

AMENDED SWRPO 2018-2019 Planning Work Program

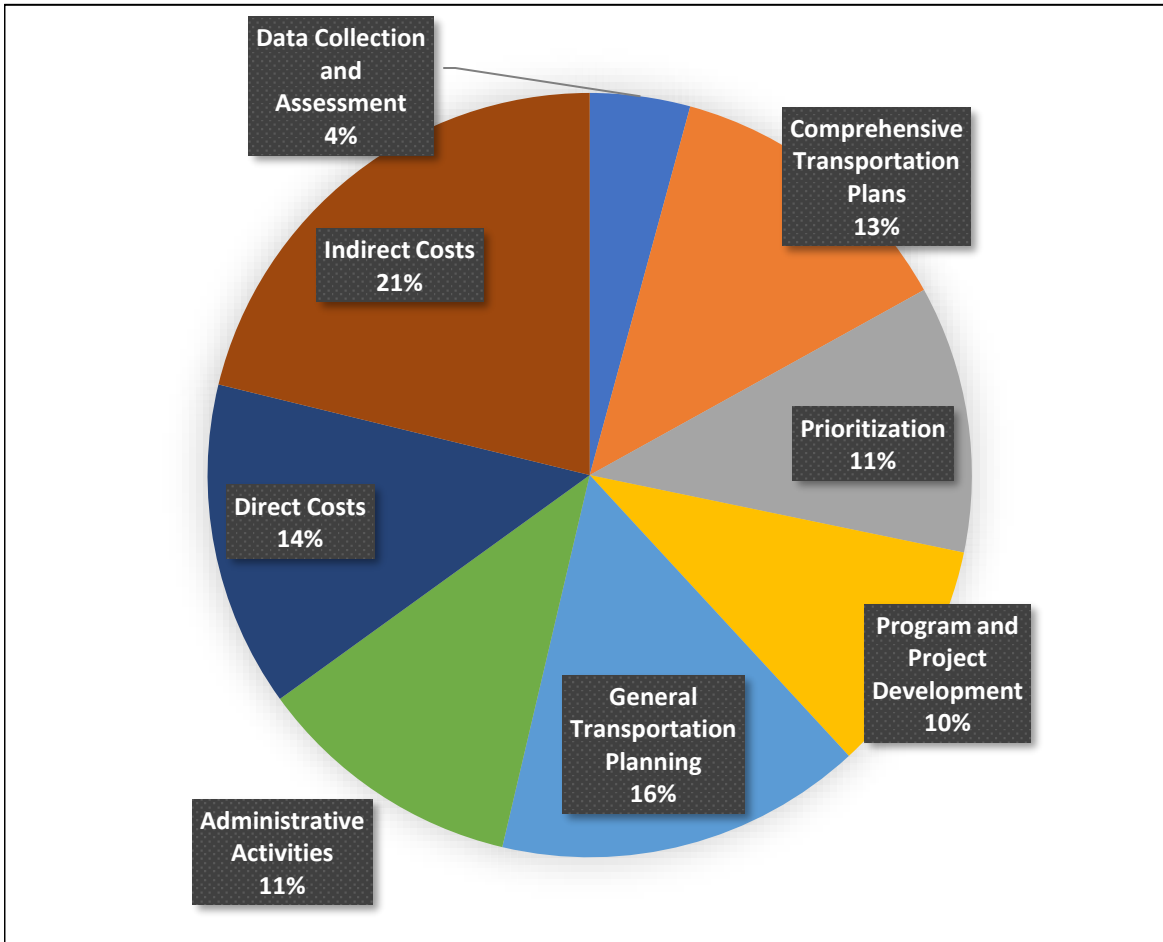


	Original %	Amended %	Difference
Data Collection and Assessment	4%	5%	1%
Comprehensive Transportation Plans	7%	8%	1%
Prioritization	18%	9%	-9%
Program and Project Development	8%	15%	6%
General Transportation Planning	11%	13%	1%
Administrative Activities	14%	13%	-1%
Direct Costs*	17%	17%	0%
Indirect Costs	21%	21%	0%
TOTAL	100%	100%	0%

Direct Costs*

Programmatic Direct Charges	\$ 16,500
Advertising & Postage	\$ 900
Lodging, Meals, Incidentals	\$ 2,500
Registration/Training	\$ 600
Travel	\$ 3,000
TOTAL	\$ 23,500

SWRPO 2019-2020 Planning Work Program



Data Collection and Assessment	\$ 6,000
Comprehensive Transportation Plans	\$ 18,000
Prioritization	\$ 16,000
Program and Project Development	\$ 14,000
General Transportation Planning	\$ 22,000
Administrative Activities	\$ 16,094
Direct Costs	\$ 19,500
Indirect Costs	\$ 30,000
	\$ 141,594

Direct Costs:	
Programmatic Direct Charges	\$ 12,000
Advertising & Postage	\$ 300
Lodging, Meals, Incidentals	\$ 3,200
Registration/Training	\$ 1,000
Travel	\$ 3,000
	\$ 19,500

SWRPO Program

80% Federal funds:	\$ 113,275
20% Local funds:	\$ 28,319
	\$ 141,594

SPR Transload Facility Study

80% Federal funds:	\$ 61,800
15% State match assistance:	\$ 11,700
5% Local match:	\$ 3,750
	\$ 77,250

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

Agenda Item 7.
 FY 2020 PWP

Southwestern RPO

TASK CODE	WORK CATEGORY	RPO PROGRAM FUNDS		
		LOCAL 20%	STATE 80%	TOTAL
I. DATA COLLECTION AND ASSESSMENT				
I-1	DATA COLLECTION AND ASSESSMENT	\$ 1,200	\$ 4,800	\$ 6,000
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	\$ 3,200	\$ 12,800	\$ 16,000
II-2.1	Project Prioritization			
II-3	PROGRAM AND PROJECT DEVELOPMENT	\$ 2,800	\$ 11,200	\$ 14,000
II-3.1	STIP Participation			
II-3.2	Merger / Project Development			
II-4	GENERAL TRANSPORTATION PLANNING	\$ 4,400	\$ 17,600	\$ 22,000
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	\$ 3,219	\$ 12,875	\$ 16,094
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	\$ 2,400	\$ 9,600	\$ 12,000
IV-1.1	Program-wide Direct Costs			
IV-2	ADVERTISING	\$ 40	\$ 160	\$ 200
IV-2.1	News Media Ads			
IV-3	LODGING, MEALS, INCIDENTALS	\$ 640	\$ 2,560	\$ 3,200
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	\$ 200	\$ 800	\$ 1,000
IV-5.1	Conference Registration			
IV-5.2	Meeting / Workshop / Training Fees			
IV-6	TRAVEL	\$ 600	\$ 2,400	\$ 3,000
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 18-19	\$ 6,000	\$ 24,000	\$ 30,000
V-1.1	Incurred Indirect Costs			
TOTAL		\$ 28,319	\$ 113,275	\$ 141,594

Approved by the TAC on: May 29, 2019

 Signature, TAC Chairman

**FY 2019-2020
PLANNING WORK PROGRAM**

Agenda Item 7.
FY 2020 PWP

**Narrative
Southwestern Rural Planning Organization
(TEMPLATE)**

I. DATA COLLECTION AND ASSESSMENT		
I-1 DATA COLLECTION AND ASSESSMENT		\$ 6,000.00
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		\$ 16,000.00
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.	
II-3 PROGRAM AND PROJECT DEVELOPMENT		\$ 14,000.00
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		\$ 22,000.00
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	Administer the SPR Grant for the Transload Feasibility Study; GIS Training, Facilitation training.	

III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES

III-1 ADMINISTRATIVE ACTIVITIES	\$ 16,094.00
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	\$ 12,000.00
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	\$ 3,200.00
IV-3.1 Hotel Costs	
Overnight stays necessary to attend NCARPO quarterly meetings, NCAMPO Conference, NADO Conference, Leadership Training, Facilitation 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	\$ 1,000.00
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, Facilitation/Leadership 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	\$ 30,000.00
V-1.1 Incurred Indirect Costs	
Indirect costs for operating the RPO Program	
TOTAL	\$ 141,594.00

Southwestern RPO FY 2020 Planning Work Program - Special Study
 State Planning and Research Project Funding for
 Transload Facility Feasibility Study

Project cost	SAP charges	Total with SAP charges	Federal (80%)	State (5% of project's SAP charges)	State-provided local match assistance (SB 136-214) (15%)	Local share (5% of project cost before SAP charge)
\$75,000	\$2,250	\$77,250	\$61,800	\$113	\$11,588	\$3,750

Project Description: The Southwestern RPO will retain a consultant to assess the feasibility and economic impact of constructing a transload facility to expand freight rail service in our region. The first phase will consist of a market demand study, and the second phase will consist of an infrastructure study. The total project cost will be \$140,000, with \$75,000 allocated for FY 2020 and \$58,000 for FY 2021, pending availability of funds.