



**Southwestern Commission**

125 Bonnie Lane, Sylva, NC 28779 | 828.586.1962

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## **SOUTHWESTERN RURAL PLANNING ORGANIZATION**

### **TRANSPORTATION ADVISORY COMMITTEE (TAC) MEETING**

**May 27, 2020 5:00 PM**

*Electronic meeting due to Covid-19*

### **AGENDA**

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#### **Welcome and Housekeeping**

1. Roll Call and Quorum check (C.B. McKinnon, TAC Chair)
2. Ethics Reminder\* (McKinnon)
3. Agenda Approval/Modifications (McKinnon)
4. Public Comment

#### **Action Items**

5. Minutes from January 27, 2020 SWRPO TAC meeting (Rose Bauguess)
6. FY 2021 SWRPO Planning Work Program (Bauguess)
7. Resolution in Support of the Town of Hayesville's Bicycle/Pedestrian Planning Grant Application (Bauguess)

#### **Informational Items**

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

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**Cherokee County**  
Andrews  
Murphy

**Clay County**  
Hayesville

**Graham County**  
Fontana Dam  
Lake Santeetlah  
Robbinsville

**Jackson County**  
Dillsboro  
Forest Hills  
Sylva  
Webster

**Macon County**  
Franklin  
Highlands

**Swain County**  
Bryson City



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**Southwestern Rural Planning Organization  
Transportation Advisory Committee (TAC) Meeting Summary**

**Meeting Date: January 27, 2020**

**Attendees:**

Jurisdiction	Representative	Present
<b>Cherokee County</b>	CB McKinnon – Chair	<input checked="" type="checkbox"/>
Andrews	James Reid	<input type="checkbox"/>
Murphy	Rick Ramsey	<input type="checkbox"/>
<b>Clay County</b>	Clay Logan	<input checked="" type="checkbox"/>
Hayesville	Harry Baughn	<input checked="" type="checkbox"/>
<b>Graham County</b>	Connie Orr	<input checked="" type="checkbox"/>
Fontana Dam	Rob Hardy	<input type="checkbox"/>
Lake Santeetlah	Roger Carlton	<input checked="" type="checkbox"/>
Robbinsville	Steve Hooper	<input checked="" type="checkbox"/>
<b>Jackson County</b>	Brian McMahan	<input type="checkbox"/>
Dillsboro	Mike Fitzgerald	<input checked="" type="checkbox"/>
Forest Hills	Marcia Almond	<input checked="" type="checkbox"/>
Sylva	Lynda Sossamon	<input checked="" type="checkbox"/>
Webster	Tracy Rodes	<input checked="" type="checkbox"/>
<b>Macon County</b>	Ronnie Beale	<input checked="" type="checkbox"/>
Franklin	Bob Scott	<input type="checkbox"/>
Highlands	Patrick Taylor	<input checked="" type="checkbox"/>
<b>Swain County</b>	Roger Parsons	<input type="checkbox"/>
Bryson City	Tom Sutton	<input checked="" type="checkbox"/>
<b>Board of Transportation, Division 14</b>	Dirk Cody	<input type="checkbox"/>
<b>TOTAL VOTING MEMBERS PRESENT:</b>		<b>13</b>
Representing	Name	Present
Southwestern RPO	Rose Bauguess	<input checked="" type="checkbox"/>
Southwestern Commission	Becca Scott	<input checked="" type="checkbox"/>
Southwestern Commission	Sarah Thompson	<input checked="" type="checkbox"/>
Board of Transportation, Rural At-Large	Jack Debnam	<input checked="" type="checkbox"/>
NCDOT Division 14	Brian Burch	<input checked="" type="checkbox"/>
NCDOT Division 14	Andy Russell	<input checked="" type="checkbox"/>
NCDOT Division 14	Steve Williams	<input checked="" type="checkbox"/>
NCDOT Division 14	Garrett Higdon	<input checked="" type="checkbox"/>
NCDOT Division 14	Troy Wilson	<input checked="" type="checkbox"/>
Town of Sylva and TCC	Paige Dowling	<input checked="" type="checkbox"/>
<b>TOTAL NON-MEMBERS PRESENT:</b>		<b>10</b>

**Cherokee County**  
Andrews  
Murphy

**Clay County**  
Hayesville

**Graham County**  
Fontana Dam  
Lake Santeetlah  
Robbinsville

**Jackson County**  
Dillsboro  
Forest Hills  
Sylva  
Webster

**Macon County**  
Franklin  
Highlands

**Swain County**  
Bryson City

### **Welcome and Housekeeping:**

1. Chair CB McKinnon called the meeting to order. Introductions were made, and McKinnon determined a quorum was present.
2. McKinnon directed members to the ethics statement printed at the bottom of the agenda and reminded them 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, Connie Orr motioned to approve the agenda as presented, and with a second by Lynda Sossamon, 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 November 25, 2019 SWRPO TAC meeting for review and discussion. Mike Fitzgerald motioned to approve the minutes as presented, seconded by Tom Sutton; the motion carried unanimously.
6. Rose Bauguess presented an Amendment to the Graham County Comprehensive Transportation Plan for review and discussion. Ronnie Beale motioned to approve the amendment to the Graham County Comprehensive Transportation Plan, seconded by Roger Carlton; the motion carried unanimously.

### **Guest Presentation:**

7. NCDOT District Engineer Andy Russell presented an overview of the roles and responsibilities of the NCDOT District Offices. Division 14 is divided into three districts, two of which cover the Southwestern RPO counties. Their responsibilities include encroachment agreements, driveway permits, right-of-way enforcements, secondary road construction, and many more. Contact information for our District Engineers is:
  - District 2 (Swain, Jackson, Haywood): Chris Lee, PE at 828-497-7333
  - District 3 (Cherokee, Clay, Graham, Macon): Andy Russell, PE at 828-321-4105

### **Informational Items:**

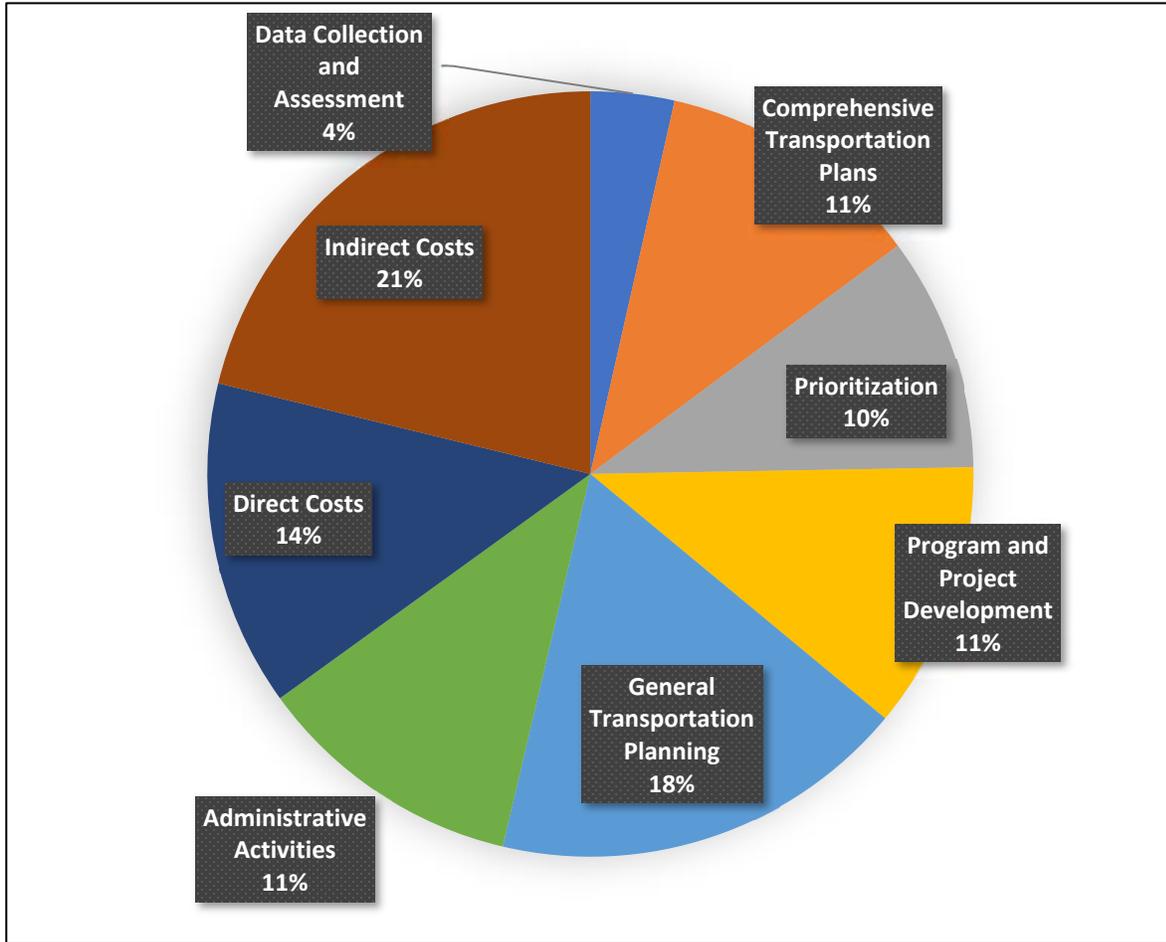
8. Bauguess provided the RPO staff update, including the following items:
  - NC Transportation Summit recap
  - Ethics filing for TAC members due by April 15
  - Macon County Comprehensive Transportation Plan update – public meetings on draft plan this spring, followed by adoption early summer.

- Tentative upcoming call for projects for the Federal Lands Access Program—June 15-August 15, 2020.
  - Prioritization 6.0 update: potential projects are still being evaluated for submittals.
  - Submittal list will be considered at our next meeting on March 23.
  - May meeting will be held on Wednesday, May 27 due to the Memorial Holiday. The FY 2021 Planning Work Program will be considered at that meeting.
9. Steve Williams provided the Division 14 project status updates and spoke about the delay or suspension of work on a lot of projects across the state. Steve also informed the TAC that NCDOT Division 14 will be holding an open house in order to give the public the opportunity to submit ideas for future transportation projects. The open house will be held February 4-6 during regular business hours at the Division headquarters in Sylva. An online survey is also available.
10. Roger Castillo provided the TPD Update over the phone because he was not able to attend the meeting due to travel restrictions. He reported that the Macon County CTP was going well and that the NC Moves Survey will close on February 14, 2020.

**Other Items:**

11. TAC Member Updates:
- Connie Orr reported that Graham County recently conducted their first digital mammogram with the new equipment.
  - Town of Webster Mayor Tracy Rodes reported that construction on the Cashiers water treatment plant is scheduled for September.
  - Cherokee County Commissioner CB McKinnon reported that the contractors on the Hamburger Alley project are doing a great job.
  - Ronnie Beale shared that Carlos Showers, Black Mountain alderman, recently passed away.
12. Mike Fitzgerald moved to adjourn, seconded by Connie Orr. The next meeting is scheduled for Monday, March 23, 2020.

## SWRPO 2020-2021 Planning Work Program



Data Collection and Assessment	\$ 5,000
Comprehensive Transportation Plans	\$ 16,000
Prioritization	\$ 14,000
Program and Project Development	\$ 16,000
General Transportation Planning	\$ 25,000
Administrative Activities	\$ 16,094
Direct Costs	\$ 19,500
Indirect Costs	\$ 30,000
	<b>\$ 141,594</b>

### SWRPO Program

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

### SPR Transload Facility Study

80% Federal funds:	\$ 112,000
15% State match assistance:	\$ 21,000
5% Local match:	\$ 7,000
	<b>\$ 140,000</b>

### Direct Costs:

Programmatic Direct Charges	\$ 12,000
Advertising & Postage	\$ 200
Lodging, Meals, Incidentals	\$ 3,200
Postage	\$ 100
Registration/Training	\$ 1,000
Travel	\$ 3,000
	<b>\$ 19,500</b>

FY 2020-2021  
 PLANNING WORK PROGRAM  
 ANNUAL PROPOSED FUNDING SOURCES TABLE

Southwestern RPO

TASK CODE	WORK CATEGORY	RPO PROGRAM FUNDS		
		LOCAL 20%	STATE 80%	TOTAL
<b>I. DATA COLLECTION AND ASSESSMENT</b>				
<b>I-1</b>	<b>DATA COLLECTION AND ASSESSMENT</b>	<b>\$ 1,000</b>	<b>\$ 4,000</b>	<b>\$ 5,000</b>
I-1.1	Highway			
I-1.2	Other Modes			
I-1.3	Socioeconomic			
I-1.4	Title VI			
<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>
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			
<b>II-2</b>	<b>PRIORITIZATION</b>	<b>\$ 2,800</b>	<b>\$ 11,200</b>	<b>\$ 14,000</b>
II-2.1	Project Prioritization			
<b>II-3</b>	<b>PROGRAM AND PROJECT DEVELOPMENT</b>	<b>\$ 3,200</b>	<b>\$ 12,800</b>	<b>\$ 16,000</b>
II-3.1	STIP Participation			
II-3.2	Merger / Project Development			
<b>II-4</b>	<b>GENERAL TRANSPORTATION PLANNING</b>	<b>\$ 5,000</b>	<b>\$ 20,000</b>	<b>\$ 25,000</b>
II-4.1	Regional and Statewide Planning			
II-4.2	Special Studies, Projects and Other Trainings			
<b>III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES</b>				
<b>III-1</b>	<b>ADMINISTRATIVE ACTIVITIES</b>	<b>\$ 3,219</b>	<b>\$ 12,875</b>	<b>\$ 16,094</b>
III-1.1	Administrative Documents			
III-1.2	TCC / TAC Work Facilitation; Ethics Compliance			
III-1.3	Program Administration			
<b>IV. DIRECT COSTS</b>				
<b>IV-1</b>	<b>PROGRAMMATIC DIRECT CHARGES</b>	<b>\$ 2,400</b>	<b>\$ 9,600</b>	<b>\$ 12,000</b>
IV-1.1	Program-wide Direct Costs			
<b>IV-2</b>	<b>ADVERTISING</b>	<b>\$ 40</b>	<b>\$ 160</b>	<b>\$ 200</b>
IV-2.1	News Media Ads			
<b>IV-3</b>	<b>LODGING, MEALS, INCIDENTALS</b>	<b>\$ 640</b>	<b>\$ 2,560</b>	<b>\$ 3,200</b>
IV-3.1	Hotel Costs			
IV-3.2	Meal Costs			
IV-3.3	Incidentals			
<b>IV-4</b>	<b>POSTAGE</b>	<b>\$ 20</b>	<b>\$ 80</b>	<b>\$ 100</b>
IV-4.1	Mailings			
<b>IV-5</b>	<b>REGISTRATION / TRAINING</b>	<b>\$ 200</b>	<b>\$ 800</b>	<b>\$ 1,000</b>
IV-5.1	Conference Registration			
IV-5.2	Meeting / Workshop / Training Fees			
<b>IV-6</b>	<b>TRAVEL</b>	<b>\$ 600</b>	<b>\$ 2,400</b>	<b>\$ 3,000</b>
IV-6.1	Mileage Reimbursement			
IV-6.2	Car Rental Costs			
IV-6.3	Other Travel Expenses			
<b>V. INDIRECT COSTS</b>				
<b>V-1</b>	<b>INDIRECT COSTS APPROVED BY COGNIZANT AGENCY FY 18-19</b>	<b>\$ 6,000</b>	<b>\$ 24,000</b>	<b>\$ 30,000</b>
V-1.1	Incurred Indirect Costs			
<b>TOTAL</b>		<b>\$ 28,319</b>	<b>\$ 113,275</b>	<b>\$ 141,594</b>

Approved by the TAC on: May 27, 2020

\_\_\_\_\_  
 Signature, TAC Chairman

\_\_\_\_\_  
 Signature, RPO Secretary

**FY 2020-2021  
PLANNING WORK PROGRAM  
Narrative  
Southwestern Rural Planning Organization**

**I. DATA COLLECTION AND ASSESSMENT**

<b>I-1 DATA COLLECTION AND ASSESSMENT</b>		<b>\$ 5,000.00</b>
<b>I-1.1 Highway</b>	Analyze crash data and traffic data as needed.	
<b>I-1.2 Other Modes</b>	Support transit, bicycle, pedestrian, and freight data assessment efforts as needed.	
<b>I-1.3 Socioeconomic</b>	Update Socioeconomic and demographic data as needed. Provide support for 2020 census data collection.	
<b>I-1.4 Title VI</b>	Ensure compliance with Title VI requirements.	

**II. TRANSPORTATION PLANNING**

<b>II-1 COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT</b>		<b>\$ 16,000.00</b>
<b>II-1.1 Develop CTP Vision</b>	Swain County CTP	
<b>II-1.2 Conduct CTP Needs Assessment</b>	Swain County CTP	
<b>II-1.3 Analyze Alternatives and Environmental Screening</b>	Swain County CTP	
<b>II-1.4 Develop Final Plan</b>	Swain County CTP	
<b>II-1.5 Adopt Plan</b>	Macon County CTP	
<b>II-2 PRIORITIZATION</b>		<b>\$ 14,000.00</b>
<b>II-2.1 Project Prioritization</b>	Communicate prioritization information to local officials and the public. Develop P6.0 Local Methodology, score projects, and apply local input points.	
<b>II-3 PROGRAM AND PROJECT DEVELOPMENT</b>		<b>\$ 16,000.00</b>
<b>II-3.1 STIP Participation</b>	Track and communicate project schedules to local governments and the public.	
<b>II-3.2 Merger / Project Development</b>	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	
<b>II-4 GENERAL TRANSPORTATION PLANNING</b>		<b>\$ 25,000.00</b>
<b>II-4.1 Regional and Statewide Planning</b>	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.	
<b>II-4.2 Special Studies, Projects and Other Trainings</b>	Administer the SPR Grant for the Transload Feasibility Study; GIS Training, Facilitation training.	

### III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES

<b>III-1 ADMINISTRATIVE ACTIVITIES</b>	<b>\$ 16,094.00</b>
<b>III-1.1 Administrative Documents</b>	
Prepare PWP, amendments, Quarterly Reports and Final Yearly Narrative. Update MOU, Bylaws, or PIP as needed.	
<b>III-1.2 TCC / TAC Work Facilitation; Ethics Compliance</b>	
Facilitate TCC and TAC committee meetings and work sessions; prepare agendas, materials, and presentations. Ensure TAC compliance with Ethics Commission requirements.	
<b>III-1.3 Program Administration</b>	
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

<b>IV-1 PROGRAMMATIC DIRECT CHARGES</b>	<b>\$ 12,000.00</b>
<b>IV-1.1 Program-wide Direct Costs</b>	
Operating costs of the RPO program	
<b>IV-2 ADVERTISING</b>	<b>\$ 200.00</b>
<b>IV-2.1 News Media Ads</b>	
Advertising for public meetings, public comment	
<b>IV-3 LODGING, MEALS, INCIDENTALS</b>	<b>\$ 3,200.00</b>
<b>IV-3.1 Hotel Costs</b>	
Overnight stays necessary to attend NCARPO quarterly meetings, NCAMPO Conference, NADO Conference, Leadership Training, Facilitation training, GIS Training, SPOT training, Public transit conference, Bike/Ped conference, Public Participation conference, Traffic safety conference, Merger team meetings.	
<b>IV-3.2 Meal Costs</b>	
Meal costs related to overnight travel	
<b>IV-3.3 Incidentals</b>	
Tips, hotel parking	
<b>IV-4 POSTAGE</b>	<b>\$ 100.00</b>
<b>IV-4.1 Mailings</b>	
Postage and shipping costs	
<b>IV-5 REGISTRATION / TRAINING</b>	<b>\$ 1,000.00</b>
<b>IV-5.1 Conference Registration</b>	
NCAMPO Conference, NADO conference, Rail conference, Bike/Ped conference, Traffic safety conference, Public Participation Conference	
<b>IV-5.2 Meeting / Workshop / Training Fees</b>	
GIS training, Facilitation/Leadership Training; Public Participation Training	
<b>IV-6 TRAVEL</b>	<b>\$ 3,000.00</b>
<b>IV-6.1 Mileage Reimbursement</b>	
Mileage Reimbursement	
<b>IV-6.2 Car Rental Costs</b>	
Car Rental Costs	
<b>IV-6.3 Other Travel Expenses</b>	
Parking fees, airfare, other	
<b>V. INDIRECT COSTS</b>	
<b>V-1 INDIRECT COSTS APPROVED BY COGNIZANT AGENCY FY 18-19</b>	<b>\$ 30,000.00</b>
<b>V-1.1 Incurred Indirect Costs</b>	
Indirect costs for operating the RPO Program	
<b>TOTAL</b>	<b>\$ 141,594.00</b>



## Resolution in Support of the Town of Hayesville’s Application for a North Carolina Department of Transportation Bicycle and Pedestrian Planning Grant

WHEREAS, the North Carolina Department of Transportation’s Division of Bicycle and Pedestrian Transportation has announced the availability of Bicycle and Pedestrian Planning Grants for local governments; and

WHEREAS, the Town of Hayesville desires to apply for a grant to develop a Comprehensive Bicycle and Pedestrian Plan to improve connectivity and safety; and

WHEREAS, the Town of Hayesville recognizes the numerous health, well-being, quality of life, and economic development benefits resulting from active transportation options; and

WHEREAS, there are opportunities in the Town of Hayesville for increasing connectivity to and between residential areas, schools, recreation facilities, workplaces, civic institutions, and commercial areas; and

WHEREAS, the lack of a Comprehensive Bicycle and Pedestrian Plan limits the Town’s ability to address these connectivity issues; and

WHEREAS, the Town of Hayesville has previously committed to accepting and maintaining sidewalks that are constructed within its limits; and

WHEREAS, the Town of Hayesville is committed to funding the local match of the grant amount.

### Now, Therefore, Be It Resolved by the Southwestern Rural Planning Organization (RPO) As Follows:

The Southwestern Rural Planning Organization wishes to support the Town of Hayesville’s application for the NCDOT Bicycle and Pedestrian Planning Grant.

Read, approved and adopted this 27<sup>th</sup> day of May 2020.

\_\_\_\_\_  
C.B. McKinnon  
Chair, Transportation Advisory Committee

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Rose Bauguess  
Southwestern RPO Planner