



Meeting Agenda

RPO Technical Advisory Committee

February 22th, 2018 –11:30 French Broad Room (Large) Conference Room

Land of Sky Regional Council

1. WELCOME AND HOUSEKEEPING

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|---|----------------|
| A. Welcome and Introductions | Brownie Newman |
| B. Ethics Statement & Agenda Approval/Modifications | Brownie Newman |

2. APPROVAL OF PREVIOUS TCC MEETING MINUTES

- | | |
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| Minutes from the RPO TAC September 28nd, 2017 Meeting | Brownie Newman |
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3. PUBLIC COMMENT

4. LAND OF SKY RPO TAC BUSINESS Items

- | | |
|---|----------------|
| A. Draft FBRMPO/LOSRPO LCP for Adoption | Vicki Eastland |
| B. Adopt LOSRPO SPOT5.0 Local Input Methodology | Vicki Eastland |
| C. LOSRPO FY 2018 Meeting Schedule | Vicki Eastland |
| D. LOSRPO Title VI Plan Update | Vicki Eastland |
| E. LOSRPO TAC Officer Elections | Vicki Eastland |

5. PUBLIC COMMENT

6. REGULAR UPDATES

- | | |
|---|----------------|
| A. NCDOT Division 13 and 14 updates | NCDOT Staff |
| B. Transportation Planning Branch Updates | Daniel Sellers |
| C. Staff Updates and Housekeeping | Vicki Eastland |

7. ADJOURN LOSRPO MEETING

Brownie Newman

Next Meeting: March 22nd, 2018, 11:30 AM

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Item 1B: Ethics Statement

ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER

(To be read by the Chair or his or her designee at the beginning of each meeting)

In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid conflicts of interest. Does any Board member have any known conflict of interest with respect to any matters coming before the Board today? If so, please identify the conflict and refrain from any participation in the particular matter involved.

2. APPROVAL OF PREVIOUS MEETING MINUTES:

and of Sky Rural Planning Organization
Technical Advisory Committee
Minutes – September 28, 2017

Attendees:

Brownie Newman
Vicki Eastland
Brendan Merithew

Steve Williams
Joel Setzer
Mike Sorrells

Kyle Guie
Ritchie Rozzelle
Matt Wechtel

WELCOME AND INTRODUCTIONS

Chairman Brownie Newman called the meeting to order and welcomed attendees. He read the Ethics Statement, asked if there were any conflicts, and members responded that there were none. He then reviewed the Agenda that was presented with a modification to remove business item C.

APPROVAL OF TAC MINUTES

Matt Wechtel moved to approve the minutes from the August 24, 2017 LOSRPO TAC meeting. Mike Sorrells seconded and the motion carried without further discussion.

PUBLIC COMMENTS

Chairman Newman called for any public comments. No public comments were made.

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BUSINESS

LOSRPO Draft Project List for Submission to SPOT 5.0: Vicki Eastland shared that the window to submit projects for NCDOT prioritization SPOT5.0 closes Friday September 29th. Land of Sky RPO staff has worked with each county and the municipalities and NCDOT Divisions 13/14 to develop the list of projects. At the meeting in August, the Draft list was presented, which included only Highway projects and the outline of Carryover Projects to be deleted or modified. Because one of the new projects that the RPO will be submitting for Haywood County (US 276/Raccoon Trail/Crymes Cove Road for realignment of offset intersection) is located within the MPO planning boundary the RPO cannot enter it into the SPOT Online tool. For this reason, LOSRPO is requesting that the NCDOT SPOT office transfer one on the RPO's Highway project submittals to French Broad River MPO (FBRMPO). This will reduce LOSRPO Highway submittals to 14 and increase FBRMPO Highway submittals to 26. Also, because one of the deleted Carryover projects in Madison County will be constructed using Highway Safety Improvement Program (HSIP) funds, the deletion of this project does not result in an additional project. For this reason, LOSRPO has asked NCDOT Division 13 to submit the US 25/70 project to convert existing roadway to a Superstreet. Vicki Eastland shared that the project submittal change to allow the MPO to submit the project was approved at the August meeting.

Link to Project List:

http://www.landofsky.org/pdf/LGS/RPO/LOSRPO_SPOT5.0_ProjectList.pdf

Vicki Eastland communicated that the next step in the process is to open the Public Hearing for the Draft Project List for submission to SPOT 5.0,

Chairman Newman opened the Public Hearing for the project list for submission to SPOT 5.0. No one made any comments during the Public Hearing and the Public Hearing was closed.

Matt Wechtel moved to approve the Project list for submission to SPOT 5.0. Mike Sorrells seconded and the motion carried without further discussion.

LOSRPO FY 2018 Meeting Schedule – Vicki Eastland shared that this is the last meeting of the LOSRPO TAC for this calendar year. The 2018 calendar is set up to meet NCDOT prioritization and TPB deadlines and supports our regions planning needs. She noted the TAC would not meet again until February 2018 due to conflicts with scheduling a meeting in January. She also communicated that the

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TAC has seemed to work better scheduled prior to the MPO Board meetings on the fourth Thursday of the month (at 11:30am) and that will continue in FY 2018 with the exception of the October meeting, which is scheduled for Wednesday, October 24, 2018 at 2:30pm.

No action required. Informational only.

REGULAR UPDATES AND ANNOUNCEMENTS

Brendan Merithew provided Division 13 updates
Steve Williams provided Division 14 updates.
Vicki Eastland provided Legislative updates.

ADJOURNMENT

The meeting adjourned, as there was no further business.

Staff recommended action:

Review and Approve Previous meeting minutes.

3. PUBLIC COMMENT

4. Land of Sky RPO TAC BUSINESS Items

Item 4A. Draft FBRMPO/LOSRPO Adoption of the Coordinated Public Transit-Human Services Transportation Plan, Locally Adopted Plan CPT-HSTP/LCP. Vicki Eastland

The Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP, also known as Locally Coordinated Plan **LCP**) was developed to serve **both the French Broad River MPO and Land of Sky RPO's** planning areas. The LCP is a non-binding, not fiscally constrained plan that identifies gaps in public transit and community transportation and develops strategies to help address these gaps. The Federal Transit Agency (FTA) requires the LCP Plan for the programming of **Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities**. Section 5310 provides funds for programs and projects aiming to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding mobility options.

Land of Sky RPO adopted the last LCP on March 20, 2009, this plan was Amended on November 16, 2011. A partial update was completed in 2013 but not adopted. This

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draft was presented to the Regional Transit Operators group and shared with Buncombe County's Community Transportation Advisory Board (CTAB). It was posted on both the MPO and RPO websites for public comment in December and is being brought before both the MPO Board and RPO TAC in February for adoption. The LCP can be reviewed on the home page of the Land of Sky RPO web page under Important Documents:

<http://www.landofsky.org/rpo.html>

Staff recommended action:

Review and discuss as needed. Recommend vote to adopt FBRMPO LOSRPO Coordinated Public Transit-Human Services Transportation Plan, Locally Coordinated Plan (CPT-HSTP/LCP).

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Item 4B: LOSRPO SPOT 5.0 Local Input Methodology

The NCDOT Strategic Planning Office of Transportation (SPOT) has been tasked with evaluating and programming transportation projects as stipulated in the Strategic Transportation Investments (STI) legislation, enacted on June 26, 2013.

As part of STI, each MPO/RPO and NCDOT Division Office may assign local points to projects in the Regional Impact and Division Needs categories, but not the Statewide Mobility category.

ncdot.gov		STI Prioritization and Programming Process		
P5.0 Highway Criteria & Weights (Default)				
Funding Category	QUANTITATIVE		LOCAL INPUT	
	Data		Division	MPO/RPO
Statewide Mobility	Congestion = 30%	} 100%	--	--
	Benefit-Cost = 25%			
	Freight = 25%			
	Safety = 10%			
	Economic Comp. = 10%			
Regional Impact	Congestion = 20%	} 70%	15%	15%
	Benefit-Cost = 20%			
	Safety = 10%			
	Accessibility/Connectivity = 10%			
	Freight = 10%			
Division Needs	Congestion = 15%	} 50%	25%	25%
	Benefit-Cost = 15%			
	Safety = 10%			
	Accessibility/Connectivity = 5%			
	Freight = 5%			

Slide provided by NCDOT SPOT Office

NCDOT requires that the methodology include the following components:

- At least two criteria (with at least one being qualitative)

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- Public involvement (on the proposed methodology, and the preliminary assignment of local input points to projects based on the approved methodology)
- Dissemination of methodology, local points and public input on LOSRPO's website (www.landofskyrpo.org)

Land of Sky RPO's Draft Local Input Point Assignment Methodology was sent to NCDOT SPOT office for review on January 31, 2018. LOSRPO staff received conditional approval and comments from the SPOT office and the Methodology Review Committee on February 8th, 2018. The TCC voted to recommend the Draft Methodology to the LOSRPO TAC for approval. The Methodology is will be advertised in the Mountain Express February 21st for a 28 day public comment period and brought back to the TAC for final approval at the March 22nd 2018 meeting.

The tables below demonstrate the criteria that Land of Sky RPO plans to use to assign Local Input Points in SPOT 5.0.

REGIONAL IMPACT TIER

Regional Impact Scoring		
Criteria	Max. Score Possible	Scoring Methodology
SPOT Quantitative Score	70	Actual SPOT quantitative score from NCDOT
SPOT Safety Score	10	<ul style="list-style-type: none"> • 2.5 Points projects in bottom 25% • 5 Points projects in 25-50% • 7.5 Points projects in 50-75% • 10 Points projects in 75%+
Local Project Priority	15	<ul style="list-style-type: none"> • 15 Points if Priority 1 or 2 • 11 Points if Priority 3 or 4 • 7 Points if Priority 5 or 6 • 3 Points if Priority 7 or 8 • 0 Points is Priority lower that 8
Multi Modal Connections	5	<ul style="list-style-type: none"> • 0 Points if projects does not include Bike/Ped Facilitys • 5 Points if project includes EITHER Bike/Ped Facilitys.
Total	100	

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DIVISION NEEDS TIER

Division Needs Scoring		
Criteria	Max. Score Possible	Scoring Methodology
SPOT Quantitative Score	50	Actual SPOT quantitative score from NCDOT
SPOT Safety Score	20	<ul style="list-style-type: none"> • 5 Points projects in bottom 25% • 10 Points projects in 25-50% • 15 Points projects in 50-75% • 20 Points projects in 75%+
Local Project Priority	20	<ul style="list-style-type: none"> • 20 Points if Priority 1 or 2 • 15 Points if Priority 3 or 4 • 10 Points if Priority 5 or 6 • 5 Points if Priority 7 or 8 • 0 Points is Priority lower than 8
Multi Modal Connections	10	<ul style="list-style-type: none"> • 0 Points if projects does not include Bike/Ped Facilities • 5 Points if project includes EITHER Bike/Ped Facilities. • 10 Points if project includes BOTH Bike/Ped Facilities.
Total	100	

Staff Recommendations:

Review and discuss as needed. Vote to release the Draft Methodology as presented for public comment. LOSRPO TAC will vote on final approval at the March 22nd, 2018 meeting.

Item 4C: LOSRPO 2018 Meeting Calendar Changes

Vicki Eastland

Due to Prioritization Deadlines and Staff schedule conflicts there are a couple of meeting date changes needed for calendar year 2018. The TCC and TAC meetings scheduled for April, 2018 will now be held in March 2018. They will be on the second and fourth Thursdays respectively. The October TAC meeting will need to be held on Thursday October 18th (third Thursday) at 11:30am at Land of Sky. This meeting is being moved due to staff schedule conflicts. Below is an updated meeting calendar

LAND OF SKY

RURAL PLANNING RURAL ORGANIZATION

Land of Sky RPO TCC/TAC FY2018 Meeting Schedule

Land of Sky RPO TCC – 2nd Thursday at 10:00 a.m.
(unless otherwise noted)

February 8th, 2018

April 12th, 2018 Shift to March 8th, 2018

June 14th, 2018

September 13th, 2018

October 11th, 2018

Land of Sky RPO TAC – 4th Thursday at 11:30 a.m.
(**unless otherwise noted)

February 22nd, 2018

April 26th, 2018 Shift to March 22nd, 2018

June 28th, 2018

September 27th, 2018

11:30 a.m. Thursday October 18th, 2018

Meeting Agendas and Notes are posted at <http://landofskyrpo.org/committees/>

All meetings take place at Land-of-Sky Regional Council,
339 New Leicester Highway, Suite 140, Asheville, NC 28806.

Unless otherwise indicated

www.landofskyrpo.org

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Staff Recommendations:

No action required, Informational only.

Item 4D. LOSRPO Title VI Plan Update - Title VI is the federal law that protects individuals and groups from discrimination on the basis of **race, color, and national origin** in all programs, services, and activities of a Federal-aid recipient. The law specifically states: *"No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."*

Other related laws have expanded the Program to protect against discrimination based on **age, sex, Limited English Proficiency (LEP), income-level, and disability; (and creed/religion, where applicable)**. The **intent** of the Program is to **remove barriers and conditions** that prevent **minority, low-income, LEP, and other disadvantaged persons** from accessing, participating in, and benefiting from programs and activities of Federal-aid recipients.

NCDOT is a recipient of Federal financial assistance from the US Department of Transportation. As a recipient of these funds, NCDOT must comply with Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities. NCDOT is required to have a comprehensive **Title VI Nondiscrimination Program** to prevent and eliminate discrimination in programs and activities administered by NCDOT. The Office of Civil Rights (OCR), External Civil Rights (ECR) is the focal point for the implementation of NCDOT's Title VI Nondiscrimination Program. ECR is also responsible for determining if the Department's sub recipients are in compliance with Title VI. Subrecipients may include **transit systems, metropolitan and rural planning organizations (MPOs and RPOs), local government agencies (LGAs), airport sponsors, universities, contractors, and other entities receiving funds through NCDOT**

NCDOT Office of Civil Rights is working with FHWA to develop a new Title VI Plan Template for all NC MPO/RPO's to use. There are a number of elements to the Title VI plan that Land of Sky RPO staff can work on in the meantime;

- The Standard Title VI / Nondiscrimination Assurances
- Title VI Nondiscrimination Policy Statement (to be posted at each member government location)
- Demographic Request (to be filled out by all TCC/TAC members)
- Demographic Request Table (maintained by LOSRPO Staff)

Once NCDOT and FHWA have an approved Template, LOSRPO will complete an update of the Title VI plan. These documents will be used to complete the final plan.

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Staff Recommendations:

TAC members fill out Demographics Request forms and post Title VI Nondiscrimination Policy Statements. No further action required at this time informational only

Item 4E. LOSRPO TAC Officer Elections

LOSRPO Memorandum of Understanding states that RPO TAC officers will serve a two-year term and are eligible to serve two or more terms. Current officers, Brownie Newman, Chair, and Michael Sorrels, Vice Chair, were elected at the February 2015 RPO TAC meeting.

Staff Recommended Action:

Nominate officers or vote to take up new officer discussion at the March 22, 2018 LOSRPO TAC meeting.

5. PUBLIC COMMENT**6. REGULAR UPDATES**

- A. NCDOT Division 13 and 14 updates
- B. Transportation Planning Branch Updates
- C. Staff Updates

NCDOT Staff
Daniel Sellers
Vicki Eastland

ANNOUNCEMENTS, NEWS, SPECIAL UPDATES**7. ADJOURN LOSRPO MEETING**

Brownie Newman

Next Meeting: March 22nd 2018, 11:30 AM
French Broad (Large Conference Room)
Land of Sky Regional Council