

# Cape Fear RPO

Brunswick County ❖ Columbus County  
Pender County

## Rural Transportation Coordinating Committee May 2, 2018 Meeting Minutes

### Voting Members Present

Samantha Alsup, Columbus County  
Stephanie Ayers, NC Ports  
SGM Mike Brown, MOTSU  
Karen Dunn, Burgaw  
Travis Henley, Pender County  
Joy Jacobs, Columbus Co. Transportation  
Robert Lewis, Whiteville  
Abby Lorenzo, WMPO

Thomas Lloyd, Southport  
Alan Pytcher, NCDOT Division 3  
Jeff Repp, Boiling Spring Lakes  
Mike Rose, Topsail Beach  
Nazia Sarder, NCDOT TPD  
Allen Serkin, Cape Fear RPO  
Darius Sturdivant, NCDOT Division 6  
Valeria Sutton, Pender Transportation

### Others Present

Justin Brantley, Cape Fear COG

1. **Introduction and quorum** – Having reached a quorum, Mr. Serkin called the meeting to order at 10:00 AM. The attendees introduced themselves.
2. **Election of new municipal representatives** – Mr. Serkin explained that Todd Rademacher's seat had expired at the end of 2017 and that there was no Pender County representation at the last meeting and to make an appointment. The Pender County representatives agreed that Mr. Rose would be appointed to the regular seat and that Mr. Rademacher would be appointed to fill the remainder of the alternate seat.
3. **Changes or additions to the agenda** – No changes were made to the agenda.
4. **Approval of the minutes** – There were no changes to the minutes. *Mr. Repp made a motion to approve the minutes, Mr. Lloyd seconded the motion. The motion carried.*
5. **Public Comment** – There was no comment from the public.
6. **Presentation on the CFRPO Title VI Program** – Mr. Brantley explained the Title VI program and its requirements. Mr. Serkin further explained the demographic request forms and distributed them for members to fill out voluntarily.
7. **Prioritization 5.0 Statewide Tier Results** – Mr. Serkin summarized the memo on the Prioritization 5.0 Statewide Tier results. *No action was taken.*
8. **Prioritization 5.0 Preliminary Regional Tier Point Assignments** – Mr. Serkin briefly explained the methodology of the point assignments and disclosed the preliminary results of which projects were allocated points. He noted that these preliminary point assignments are

subject to change and that the points from the rail project could be reassigned to the next highest priority project. *Ms. Ayers made a motion to recommend approval of the preliminary point assignments with the modification that the 100 points shown assigned to project R150532 be reallocated to the next highest ranking highway project. Ms. Dunn seconded the motion. The motion carried.*

9. **FY 2017-2018 Planning Work Program Amendment** – Mr. Serkin presented the PWP amendment for the current fiscal year and explained that 4,000 dollars has been transferred from general transportation to administration. He attributes the raise in the administration funding to addressing the Title VI requirements as well as other administrative tasks. *Mr. Repp made a motion to recommend approval of the PWP amendment. Ms. Lorenzo seconded the motion. The motion carried.*
10. **FY 2018-2019 Planning Work Program** – Mr. Serkin presented the PWP for the next fiscal year. He noted that it had previously been approved by the committee for submittal to NCDOT for review and noted that the change in format will likely require an amendment next year. *Mr. Repp made a motion to recommend approval of the PWP. Mr. Rose seconded the motion. The motion carried.*
11. **Title VI Documents** –Mr. Serkin summarized the Title VI documents in the packet which include the Standard DOT Assurances, Title VI Coordinator duties, external complaint procedures, discrimination complaint form and log, annual education and acknowledgement form, demographic request form, as well as a public involvement form. Mr. Serkin also stated that required documents will be posted as well as translated. He includes that demographic maps of the RPO area have been prepared and will ultimately be included in the Title VI Plan, once prepared. *Ms. Ayers made a motion to recommend approval of the Title VI documents. Mr. Henley seconded the motion. The motion carried.*
12. **I-95 Corridor Coalition** – Mr. Serkin discussed the I-95 Coalition Traffic Flow Data Program and the RPO's ability to access the data through NCDOT's licensing agreement. *Ms. Dunn made a motion to recommend approval of the Data Use Agreement. Mr. Lewis seconded the motion. The motion carried.*
13. **Reports/Updates** – Mr. Serkin gave an update on Prioritization 5.0. Mr. Serkin stated he would send out the revised point spreadsheet and post online. Mr. Serkin discussed the status of the Columbus and Brunswick county CTPs. Mr. Pytcher presented the Division 3 update. Mr. Sturdivant presented the Division 6 update. Ms. Sarder presented the Transportation Planning Division update. Ms. Lorenzo presented the WMPO update. There were no updates from the Grand Strand MPO.
14. **Adjournment** – There being no further discussion, the meeting was adjourned at 11:12 AM.

*Minutes prepared by Justin Brantley on May 3, 2018 and approved by the RTCC on June 27, 2018*