

Cape Fear RPO

Brunswick County ❖ Columbus County
Pender County

Rural Transportation Advisory Committee
February 22, 2019 Meeting Minutes

Voting Members Present

Teresa Batts, Surf City
JV Dove, Southport
Mike Forte, Brunswick County
Don Helms, Surf City

Grady Hunt, NC Board of Transportation
Terry Mann, Whiteville
Glenn Marshall, Sandy Creek
Frank Williams, Brunswick County

Others Present

Stephanie Ayers, NC State Ports Authority
Karen Collette, NCDOT Division 3
Dave DeLong, St. James
Bill Hammond, NCDOT Division 6

Caitlin Marks, NCDOT Division 3
Allen Serkin, Cape Fear COG
Darius Sturdivant, NCDOT Division 6

1. **Introduction and quorum** – Having reached a quorum, Mr. Williams called the meeting to order at 9:05 AM.
2. **Invocation/Pledge of Allegiance** – Mr. Dove led the invocation and the Pledge of Allegiance.
3. **Ethics awareness and conflict of interest statement** – Mr. Williams read the statement to the RTAC. No conflicts of interest were raised and no members recused themselves from any votes.
4. **Additions or corrections to the agenda** – With no proposed changes or additions to the agenda, *Mr. Forte made a motion to approve the agenda as presented, Mr. Helms seconded the motion. The motion carried.*
5. **Election of officers** – Nominations for chair were opened and *Mr. Forte nominated Mr. Williams, Mr. Helms seconded the nomination.* With no other nominations, nominations were closed and Mr. Williams was elected as chair. Nominations for vice chair were opened, and *Mr. Helms nominated Mr. Mann, Mr. Forte seconded the motion. With no other nominations, nominations were closed and Mr. Mann was elected vice chair.*
6. **Approval of Minutes** – *Mr. Mann made a motion to approve the minutes as presented, Mr. Helms seconded the motion. The motion carried.*
7. **Ethics filing reminder** – Mr. Serkin reminded the RTAC of the upcoming filing deadline and provided information about the Ethics Commission's website, which has been updated with information about which members have filed. Mr. Serkin encouraged members to file electronically.

8. **2019 Meeting Calendar** – Mr. Serkin provided a proposed update to the RTAC’s 2019 meeting calendar due to the state’s prioritization timeline by removing the previously scheduled meeting in August and substituting meetings on 7/12/19 and 9/20/19. In discussion, it was agreed that the July meeting be held on 7/10/19 to prevent a conflict with the annual National Association of Counties conference. *Mr. Helms made a motion to accept the updated meeting calendar, Mr. Mann seconded the motion. The motion carried.*
9. **Public comment** – There was no public comment.
10. **CFRPO Title VI Nondiscrimination Program** – Mr. Serkin presented the Title VI program and explained its requirements as well as the role of the RTAC. The CFRPO’s Title VI plan has been accepted. *No action was taken.*
11. **Prioritization 5.0 Results/Draft STIP** – Mr. Serkin presented a summary of the projects funded through the P5.0 process and their proposed schedules in the Draft STIP. *No action was taken.*
12. **Draft FY 2019-2020 PWP** – Mr. Serkin presented the draft PWP for the upcoming fiscal year, with updates based on changes in expected workload and costs. *Mr. Helms made a motion to submit the draft PWP to NCDOT for approval, Mr. Dove seconded the motion. The motion carried.*
13. **Resolution Supporting NCSPA’s BUILD and INFRA Grant Applications** – Ms. Ayers presented a request for a resolution supporting the North Carolina State Port Authority’s BUILD and INFRA Grant Applications. Ms. Ayers also provided an update on the port. *Mr. Mann made a motion to approve the resolution of support, Mr. Helms seconded the motion. The motion carried.*
14. **Reports/Updates** – Mr. Serkin provided a report on a range of issues relevant to the CFRPO. Caitlin Marks provided an update for Division 3. Mr. Sturdivant provided an update for Division 6.
15. **Open Discussion** – Mr. Serkin noted that Mr. Brown and Mr. McCoy had a conflicting budget meeting which prevented their attendance and Ms. Williams-Rowland was under the weather.
16. **Adjournment** – *There being no further discussion, Mr. Helms made a motion to adjourn and Mr. Mann seconded the motion. The meeting was adjourned at 11:10 AM.*

Minutes prepared by Sam Shore on March 4, 2019 and approved by the RTAC on May 10, 2019.