

The Cape Fear Rural Transportation Planning Organization exists to serve as the intergovernmental organization for local elected officials, the North Carolina Department of Transportation, and residents of Brunswick, Columbus and Pender Counties to work cooperatively to address transportation issues.

**Rural Transportation Coordinating Committee (RTCC)
Meeting Agenda
June 3, 2020 • 10:00 AM
Cape Fear Council of Governments • Large Conference Room • Wilmington, NC**

Join meeting

Join by phone [+1-408-418-9388](tel:+14084189388)

Meeting Access Code: 796 417 729

Meeting password: VxUfQ5pUT49 (89837578 from phones and video systems)

I. INTRODUCTORY BUSINESS

1. Call to Order
2. Roll Call
3. Additions or corrections to the agenda
4. Approval of Minutes: April 1, 2020 (*attached*)
5. Public Comment

II. PRESENTATIONS

6. **NC 211 Corridor East Coast Greenway Study Update** – Iona Thomas, McAdams
7. **NCDOT Funding** – Chad Kimes, NCDOT Division 3

III. REGULAR BUSINESS

8. **PAS-TRAN FY 2022 FTA Section 5310 Grant Funds Resolution** – PAS-TRAN has requested a resolution in support for their application for FTA 5310 grant funds. *Staff requests a motion to recommend approval of the attached resolution.*

9. **Monarch FY 2022 FTA Section 5310 Grant Funds Resolution** – Monarch has requested a resolution in support for their application for FTA 5310 grant funds. *Staff requests a motion to recommend approval of the attached resolution.*
10. **FY 2019-2020 PWP Ammendment** – The Planning Work Program (PWP) for the current fiscal year should be amended based on actual expenditures through March. *Staff requests a motion to recommend approval of the attached FY 2019-2020 PWP Ammendment.*
11. **Prioritization 6.0 Update** – The deadlines for P6.0 have been extended due to COVID-19. We will review the changes and their impact on our meeting schedule. *No action is required.*

IV. REPORTS/UPDATES

- Cape Fear RPO
 - 2020 Meeting Schedule
 - Columbus Co. CTP
 - Brunswick Co. CTP
 - Pender Co. CTP
 - Cape Fear Region State Trails Plan
 - US 74 Corridor Master Plan
 - STIP amendments and revisions
- NC Ports (Port of Wilmington)
- NCDOT Division 3 (Brunswick & Pender)
- NCDOT Division 6 (Columbus)
- NCDOT Transportation Planning Division (TPD)
- Wilmington Area MPO (WMPO)
- Grand Strand MPO (GSATS)

IV. OTHER

12. Open discussion: General questions, comments, and other discussions

13. Adjourn

The Cape Fear Rural Transportation Planning Organization serves as the intergovernmental organization for local elected officials, the North Carolina Department of Transportation, and residents of Brunswick, Columbus and Pender Counties to work cooperatively to address transportation issues.

Rural Transportation Coordinating Committee (RTCC)

****DRAFT** Meeting Minutes**

April 1, 2020 • 10:00 AM

Cape Fear Council of Governments • Large Conference Room • Wilmington, NC

Voting Members Present

Helen Bunch, Brunswick County
Jake Vares, Oak Island
Jeff Repp, Boiling Spring Lakes
Samantha Alsup, Columbus County
Robert Lewis, Whiteville
Gordon Hargrove, Lake Waccamaw
Jerome Chestnut, Chadbourn
Sam Shore, Pender County
Mike Rose, Topsail Beach
Andrea Correll, Burgaw

Chad Kimes, NCDOT Division 3
Darius Sturdivant, NCDOT Division 6
Nazia Sarder, NCDOT TPD
Malcolm Charles, MOTSU
Rachel McIntyre, WMPO
Dan Newquist, GSATS
Joy Jacobs, Columbus County Transit
Stephanie Ayers, NC Ports
Patrick Flanagan, Cape Fear RPO

Others Present

Thomas Lloyd, Southport
Ed Dickie, St. James
Gary Lanier, Columbus County
Sean Martin, Whiteville
Amy Kimes, Surf City
Caitlin Marks, NCDOT Division 3
Bill Kincannon, NCDOT Division 3
Bill Hammond, NCDOT Division 6

Ben Hughes, NCDOT Division 3
Alan Pytcher, NCDOT Division 3
Cat Peele, NCDOT Ferry Division
Allen Serkin, Cape Fear COG
Larry Bergman, Wallace
Chance Lambeth, Congressman Rowzer
Fred Fontana, AARP
Brayton Willis, NAACP

1. **Call to Order** – Having reached a quorum, Patrick Flanagan called the meeting to order at 10:01 AM.
2. **Introductions** – A roll call was taken of attendees.
3. **Changes or additions to the agenda** – No changes were made to the agenda.
4. **Approval of the minutes** – *Sam Shore made a motion to approve the minutes as presented. Helen Bunch seconded the motion. The motion carried.*
5. **Public Comment** – There was no comment from the public.

6. **Vacancies and appointments** – The group discussed Gary Lanier serving as an alternate for Columbus County.
7. **Ferry Maritime Administration (MARAD) Marine Highway Program Letter of Support** – Patrick Flanagan discussed the purpose of the letter of support. *Stephanie Ayers made a motion to recommend approval of the Letter of Support to the RTAC, seconded by Helen Bunch. The motion carried.*
8. **FY 2020-2021 PWP** – Patrick Flanagan presented the Planning Work Program (PWP) for the upcoming fiscal year. *Andrea Correll made a motion to recommend approval of the FY 2020-2021 PWP for submittal to the RTAC, seconded by Jake Vares. The motion carried.*
9. **P6.0 New Project Submission List** – Patrick Flanagan reviewed the project list for all modes highlighting the recommended submissions and recommended projects to drop. *Helen Bunch made a motion to recommend approval of the Project Submission List to the RTAC as we have gone through in this meeting. Sam Shore seconded the motion. During discussion Burgaw made a note that they oppose the two rail projects to restore the Wallace to Castle Hayne railroad through Burgaw. The motion carried.*

10. Reports/Updates

- a. 2020 Meeting Schedule: staff reviewed the adopted schedule.
- b. NC FIRST Commission: staff presented on the survey created by the Commission to explore funding options.
- c. Mobi Award Voting: staff went over the results of voting and highlighted the CFRPO project still in the running.
- d. CASSI Application: staff presented the application for areas to petition to have an autonomous shuttle tested in their community.
- e. Columbus County CTP: presentations have been made to all local governments in Columbus County about the draft recommendations in the plan.
- f. Brunswick County CTP: staff reported final adjustments are being made to the model and the plan should begin soon.
- g. Pender County CTP: we are waiting on TPD staffing to begin this plan.
- h. Cape Fear Region State Trails Plan: staff went over the survey and outreach efforts for this plan.
- i. NC 211/East Coast Greenway Feasibility Study: The consultants are collecting GIS data and mapping parcels and future development along the corridor.
- j. US 74 Corridor Master Plans: The consultants presented to the POs along the corridor an overview of the data they have gathered from MTPs, CTPs, Feasibility Studies and Traffic Studies.
- k. SPOT Schedule: staff outlined the remaining deadlines.
- l. Municipal Title VI Survey: Staff informed the municipalities about the upcoming Title VI survey by NCDOT to determine the status of Title VI plans in municipalities across the state.

- m. NC Ports: A short video was played showing two Post-Panamax vessels docking side-by-side at the Port of Wilmington. A first for the State.
 - n. NCDOT Division 3: Caitlin Marks went over project updates and schedules.
 - o. NCDOT Division 6: Darius Sturdivant went over project updates and schedules.
 - p. NCDOT TPD: Nazia Sarder expanded on the CTP updates, NC Moves progress, and COVID-19 response from NCDOT.
 - q. Wilmington Area MPO: Rachel McIntyre gave an update on the MTP public comment period, project process for P6.0 and their Congestion Management Process biennial report.
 - r. Grand Strand MPO: Dan Newquist gave an update on the MTP schedule.
11. **Open discussion** – A reminder was made about Bicycle and Pedestrian Planning Grant Applications for plans funded by NCDOT. A reminder was made to update any changes to the state highway system within corporate limits for Powell Bill funding purposes. There was no other business.
12. **Adjournment** – *There being no further discussion, Jerome Chestnut made a motion to adjourn, seconded by Jeff Repp. The meeting was adjourned at 11:35 AM.*

Minutes prepared by Patrick Flanagan on May 27th, 2020

The Cape Fear Rural Transportation Planning Organization serves as the intergovernmental organization for local elected officials, the North Carolina Department of Transportation, and residents of Brunswick, Columbus and Pender Counties to work cooperatively to address transportation issues.

**RESOLUTION SUPPORTING PENDER ADULT SERVICES' APPLICATION FOR
FY 2022 FTA SECTION 5310 GRANT FUNDS**

WHEREAS, the Rural Transportation Advisory Committee is the duly recognized transportation decision making body for the Cape Fear Rural Planning Organization (CFRPO), as authorized under NCGS §136-211; and

WHEREAS, the Federal Transit Administration's Enhanced Transportation for Elderly and Disabled (5310) program aims to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation options; and

WHEREAS, the 5310 program provides funding to states for the purpose of assisting private non-profit groups in meeting the transportation needs of older adults and people with disabilities when the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs; and

WHEREAS, Pender Adult Services, Inc., a 501(c)(3) organization that serves Pender County, North Carolina; and

WHEREAS, PAS-TRAN is the public transportation division of Pender Adult Services and is a single-county community transportation system that provides transportation to the general public, as well as to eligible human service agency and elderly clients; and

WHEREAS, Pender Adult Services is applying for a FY 2022 5310 grant to continue providing transportation to elderly and disabled individuals in Pender County via PAS-TRAN.

NOW THEREFORE, BE IT RESOLVED, that the Rural Transportation Advisory Committee of the Cape Fear Rural Transportation Planning Organization hereby supports Pender Adult Services' FY 2022 5310 grant application.

ADOPTED at a regular meeting this 12th day of November 2020.

BY:

ATTEST:

Frank Williams, Chair

Patrick Flanagan, Secretary

The Cape Fear Rural Transportation Planning Organization serves as the intergovernmental organization for local elected officials, the North Carolina Department of Transportation, and residents of Brunswick, Columbus and Pender Counties to work cooperatively to address transportation issues.

**RESOLUTION SUPPORTING MONARCH'S APPLICATION FOR
FY 2022 FTA SECTION 5310 GRANT FUNDS**

WHEREAS, the Rural Transportation Advisory Committee is the duly recognized transportation decision making body for the Cape Fear Rural Planning Organization (CFRPO), as authorized under NCGS §136-211; and

WHEREAS, the Federal Transit Administration's Enhanced Transportation for Elderly and Disabled (5310) program aims to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation options; and

WHEREAS, the 5310 program provides funding to states for the purpose of assisting private non-profit groups in meeting the transportation needs of older adults and people with disabilities when the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs; and

WHEREAS, Monarch is a 501(c)(3) organization that provides services for people with intellectual and developmental disabilities, mental illness and substance use disorders; and

WHEREAS, Monarch provides Behavioral Health Services (outpatient therapy and psychiatric services for children and adults, 24/7 mobile crisis service, and peer support) and Supported Employment Service to qualifying individuals in Columbus County and operates Columbus Industries, a day activity program for adults with intellectual and developmental disabilities; and

WHEREAS, Monarch provides transportation to qualifying participants and utilizes 5310 program funds to contract for transportation services with Columbus County Transportation; and

WHEREAS, Monarch is applying for a FY 2022 5310 grant to continue providing transportation to individuals in Columbus County with intellectual and developmental disabilities, mental illness, and substance abuse disorders.

NOW THEREFORE, BE IT RESOLVED, that the Rural Transportation Advisory Committee of the Cape Fear Rural Transportation Planning Organization hereby supports Monarch's FY 2022 5310 grant application.

ADOPTED at a regular meeting this 12th day of June 2020.

BY:

ATTEST:

Frank Williams, Chair

Patrick Flanagan, Secretary

MEMORANDUM

DATE: May 27, 2020
TO: RTCC/RTAC
FROM: Patrick Flanagan
RE: Planning Work Program Amendment, FY 19-20

The Cape Fear Rural Planning Organization (CFRPO) is seeking approval for the amended FY 19-20 Planning Work Program. This amendment was deemed necessary by RPO staff, who reviewed the current fiscal year planning work program and budget and identified shifts of money that are necessary to reflect actual work demands through the fiscal year. There is no change to the RPO's overall budget, and no money is requested of RPO members.

The recommended changes are as follows:

I-1 – Data Collection and Assessment

Funding is **reduced** by \$2,500 because traffic counts cannot be done due to COVID-19.

II-1 – Comprehensive Transportation Plan Development

Funding is **increased** by \$2,000 because of the number of Columbus County CTP presentations.

II-3 – Program and Project Development

Funding is **reduced** by \$2,500 because a number of projects have been delayed in the STIP.

II-4 – General Transportation Planning

Funding is **increased** by \$4,000 because of work on a number of Statewide and Regional Committees.

III-1 – Administration of Transportation Planning and Policies

Funding is **reduced** by \$2,000 because new LPA and MOU documents have not been completed yet.

IV-1 – Programmatic Direct Charges

Funding is **increased** by \$4,550 because additional traffic count equipment was purchased.

IV-2 – Advertising

Funding is **reduced** by \$750 because the Brunswick County CTP has not begun yet.

IV-6 – Travel

Funding is **increased** by \$1,200 because of the number of Columbus County CTP presentations.

V-1 – Indirect

Funding is **reduced** by \$4,000 because the RPO position was vacant at the beginning of the fiscal year.

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

FY 2019-2020
 PLANNING WORK PROGRAM
 AMENDMENT TABLE
 Cape Fear 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)	\$ 2,000	\$ 8,000	\$ 10,000
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	\$ 2,600	\$ 10,400	\$ 13,000
II-2.1	Project Prioritization			
II-3	PROGRAM AND PROJECT DEVELOPMENT	\$ 500	\$ 2,000	\$ 2,500
II-3.1	STIP Participation			
II-3.2	Merger / Project Development			
II-4	GENERAL TRANSPORTATION PLANNING	\$ 26,400	\$ 105,600	\$ 132,000
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	\$ 4,900	\$ 19,600	\$ 24,500
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	\$ 2,910	\$ 11,640	\$ 14,550
IV-1.1	Program-wide Direct Costs			
IV-2	ADVERTISING	\$ 50	\$ 200	\$ 250
IV-2.1	News Media Ads			
IV-3	LODGING, MEALS, INCIDENTALS	\$ 300	\$ 1,200	\$ 1,500
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	\$ 880	\$ 3,520	\$ 4,400
IV-6.1	Mileage Reimbursement			
IV-6.2	Car Rental Costs			
IV-6.3	Other Travel Expenses			
V. INDIRECT COSTS				
V-1	INDIRECT COSTS	\$ 5,234	\$ 20,935	\$ 26,169
V-1.1	Incurred Indirect Costs			
TOTAL		\$ 47,194	\$ 188,775	\$ 235,969

4th Quarter Amendment Table Date: 06/12/2020		
Original Budget With Previous Q Amendment(s)	Net Change	New 4th Quarter Budgeted Amount
I. DATA COLLECTION AND ASSESSMENT		
\$ 8,500	\$ (2,500)	\$ 6,000
Traffic counts cannot be done due to COVID-19		
II. TRANSPORTATION PLANNING		
\$ 8,000	\$ 2,000	\$ 10,000
The number of Columbus County CTP presentations		
\$ 13,000	\$ -	\$ 13,000
\$ 5,000	\$ (2,500)	\$ 2,500
A number of projects have been delayed in the STIP		
\$ 128,000	\$ 4,000	\$ 132,000
Work on a number of Statewide and Regional Committees		
III. ADMINISTRATION OF TRANS PLANNING & POLICES		
\$ 26,500	\$ (2,000)	\$ 24,500
New LPA and MOU documents have not been completed yet.		
IV. DIRECT COSTS		
\$ 10,000	\$ 4,550	\$ 14,550
Additional traffic count equipment was purchased		
\$ 1,000	\$ (750)	\$ 250
The Brunswick County CTP has not begun yet		
\$ 1,500	\$ -	\$ 1,500
\$ 100	\$ -	\$ 100
\$ 1,000	\$ -	\$ 1,000
\$ 3,200	\$ 1,200	\$ 4,400
The number of Columbus County CTP presentations		
V. INDIRECT COSTS		
\$ 30,169	\$ (4,000)	\$ 26,169
The RPO position was vacant early in the fiscal year.		
\$ 235,969	\$ -	\$ 235,969

Approved by the TAC on: June 12, 2020

 Signature, TAC Chairman

 Signature, RPO Secretary

MEMORANDUM

DATE: May 27, 2020
TO: RTCC/RTAC
FROM: Patrick Flanagan
RE: Prioritization 6.0 update

SCHEDULE: Here are the key dates and deadlines for Prioritization 6.0:

July 31, 2020:

- Final Submissions due in SPOT Online (system closes)

October 23, 2020

- Area-Specific Weights due

May 2021:

- Quantitative scores released with draft Statewide programming results

June 2021:

- June 1st – Local Input Point Methodology must be approved

June 1st to August 27th 2021:

- Regional Impact Local Input window

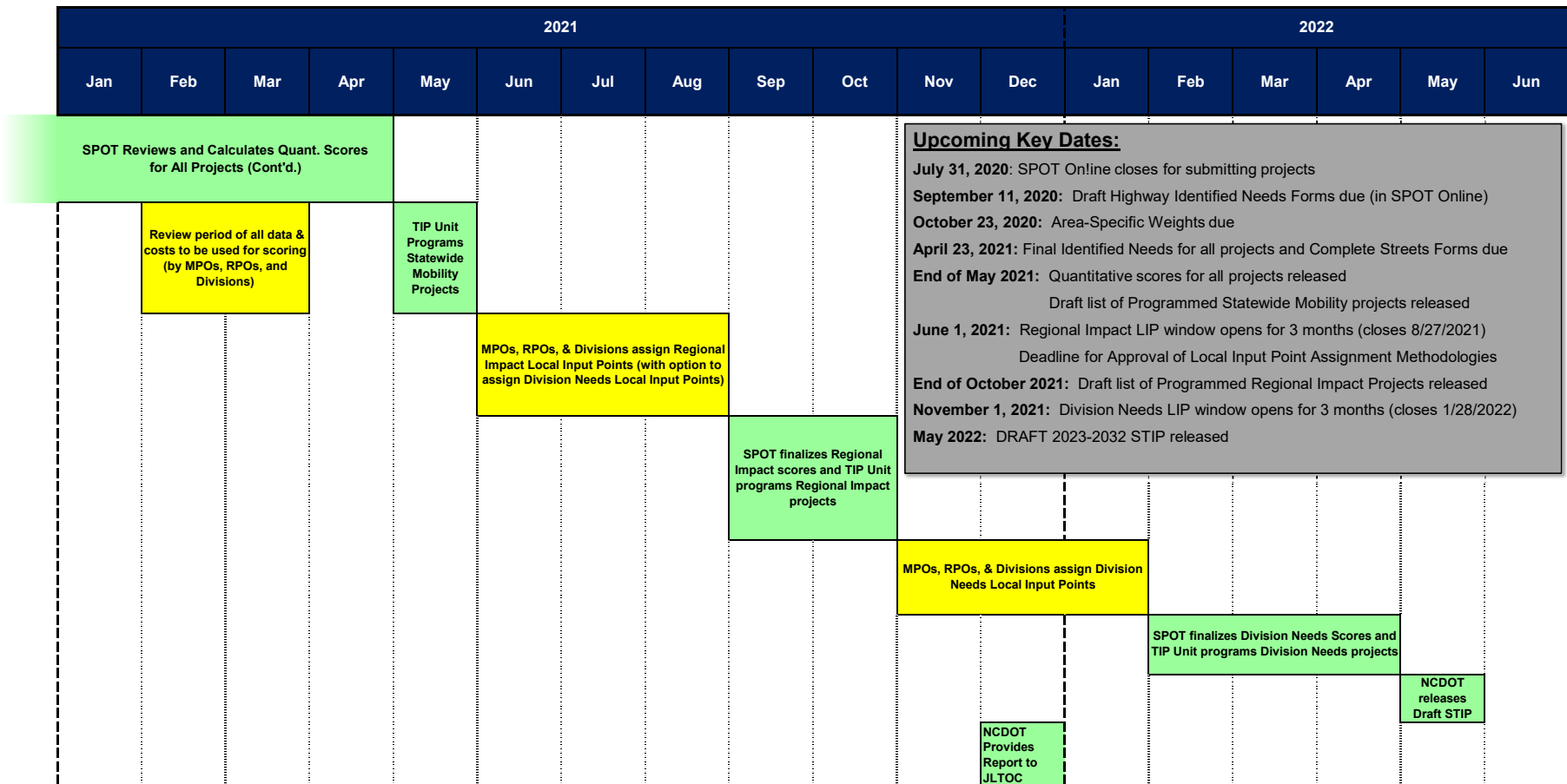
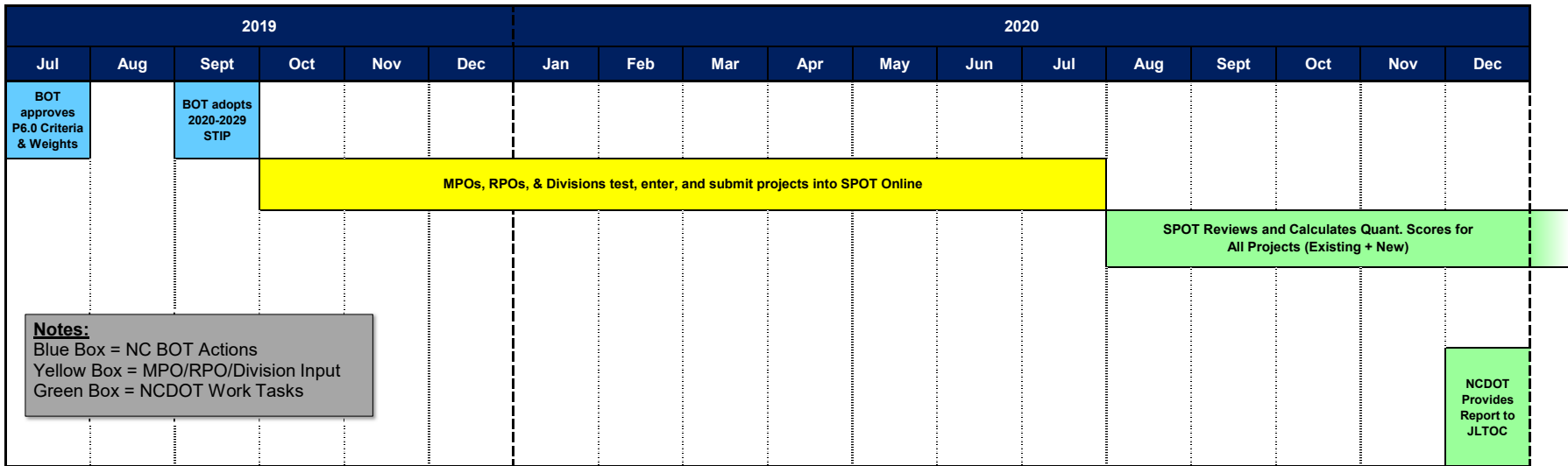
November 1st to January 28th 2022:

- Division Needs Local Input window

May 2022:

- Draft 2023-2032 STIP Released

FINAL Prioritization 6.0 Schedule (COVID-19)





STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J. ERIC BOYETTE
SECRETARY

June 2020

Nazia Sarder
Transportation Engineer
NCDOT Transportation Planning Division
1 South Wilmington Street
Raleigh, NC 27601

JUNE TPD UPDATES CAPE FEAR RPO

JUNE 2020

Brunswick County Model: The Brunswick County Model was completed in February of this year.

Columbus County CTP: Currently the CTP is ready to enter Public Involvement (PI) sessions, but with COVID-19, that won't be possible until it's safe to hold PI sessions.

Brunswick County CTP: The project team has completed the Brunswick County Model and has been developing pre-CTP work products in anticipation of starting the CTP. Please contact Nazia Sarder nsarder@ncdot.gov or Chris Palsgrove cdpalsgrove@ncdot.gov for further information on the Brunswick County CTP.

Update on Ferries: The N.C. Ferry Division started increasing services on May 23rd, due to greater expected demand and the easing of certain COVID-19 restrictions.

COVID-19 Updates: To get the most recent updates on NCDOT's response to COVID-19 please refer to the following webpage:

<https://www.ncdot.gov/news/Pages/ncdot-covid-19-response.aspx>

North Carolina VMT and NCDOT Budget Update: As North Carolinians have been under a stay-at-home order for several weeks their cars too have stayed home. There has been an approximate 40% reduction in VMT between this time in 2019 and the present. This reduction in travel is hitting NCDOT's budget at expected decrease in revenues of 300 million dollars this fiscal year. This reduction is due in large part to the decrease in gas tax revenues which currently account for approximately 54% of NCDOT revenues.

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
BUSINESS UNIT NAME
ADDRESS 1
CITY, NC ZIP

Telephone: ###-###-####
Fax: ###-###-####
Customer Service: 1-877-368-4968

Location:
ADDRESS 2
CITY, NC ZIP

Website: ncdot.gov

NCDMV: Headquarters reopened on May 12th. There is now a one-time, five-month extension of the expiration date for driver licenses, vehicle registrations and other Division of Motor Vehicles' credentials. Gov. Roy Cooper approved the extension for any credential that expires on or after March 1 and before Aug. 1. If you paid a fine for a late renewal in March or April, you will be reimbursed.

Hurricane Preparedness Week: Now is also the time to prepare for the 2020 hurricane season, which runs from June 1 through Nov. 30. Governor Cooper proclaimed the week of May 3rd – May 9th as Hurricane Preparedness Week. During this time, families are urged to discuss emergency plans, update emergency supplies, and review homeowner and renters insurance policies.