

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 (RTAC)

Meeting Minutes

April 9, 2020 • 9:00 AM

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

Voting Members Present

Frank Williams, Brunswick County
Mike Forte, Brunswick County
Dave DeLong, St. James
Glenn Marshall, Sandy Creek
Craig Caster, Boiling Spring Lakes
Terry Mann, Whiteville

Jackie Williams-Rowland, Brunswick
Clarice Varen Faison, Fair Bluff
Don Helms, Surf City
Teresa Batts, Surf City
Landon Zimmer, Board of Transportation

Others Present

Chad Kimes, NCDOT Division 3
Caitlin Marks, NCDOT Division 3
Bill Kincannon, NCDOT Division 3
Darius Sturdivant, NCDOT Division 6
Bill Hammond, NCDOT Division 6
Ken Clark, NCDOT Division 6

Nazia Sarder, NCDOT TPD
Cat Peele, NCDOT Ferry
Andrea Correll, Burgaw
Vernon Harrell, Burgaw
Patrick Flanagan, Cape Fear COG
Allen Serkin, Cape Fear COG

I. START-UP

1. **Call to Order/Introductions** – The meeting was held via video conference on Webex. Having reached a quorum, Frank Williams called the meeting to order at 9:01 AM.
2. **Invocation/Pledge of Allegiance** – Frank Williams Doe led the group in an invocation, followed by the Pledge of Allegiance.
3. **Roll Call** – A roll call was taken of attendees.
4. **Ethics awareness & conflict of interest statement** – The ethics statement was read aloud. No one had a known conflict of interest.
5. **Additions or corrections to the agenda** – With no proposed changes or additions to the agenda, *Mr. Don Helms made a motion to approve the agenda as presented. Terry Mann seconded the motion. The motion carried.*
6. **Approval of the minutes** – *Don Helms made a motion to approve the minutes as presented. Mike Forte seconded the motion. The motion carried.*

7. **Public Comment** – There was no comment from the public.
8. **Vacancies and appointments** – There was discussion about asking the Columbus County Board Chair to gauge the interest of someone filling the vacant Columbus County alternate seat.

II. PRESENTATIONS

No additional presentations were given at this meeting.

III. NEW BUSINESS

9. **Ferry Maritime Administration (MARAD) Marine Highway Program Letter of Support** – RPO staff explained the purpose of the letter and the Marine Highway program. *Don Helms made a motion to recommend approval of the Letter of Support. Terry Mann seconded the motion. The motion passed.*
10. **FY 2020-2021 PWP** – RPO staff presented the FY 20-21 PWP. There was question concerning the PWP budget in relation to NCDOT's budget. RPO staff mentioned there have been no indications that the PWP budget will be affected. *Mike Forte made a motion to approve the FY 20-21 Planning Work Program. Don Helms seconded the motion. The motion passed.*
11. **P6.0 Project Submission List** – RPO staff presented the individual projects and fielded questions from the group. *Don Helms made a motion to approve the project submission list as presented. Dave DeLong seconded the motion. The motion passed.*

IV. REPORTS/UPDATES

12. 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: staff went over the results of voting and highlighted the CFRPO project still in the running.
- d. Columbus County CTP: presentations have been made to all local governments in Columbus County about the draft recommendations in the plan.
- e. Brunswick County CTP: staff reported final adjustments are being made to the model and the plan should begin soon.
- f. Pender County CTP: we are waiting on TPD staffing to begin this plan.
- g. Cape Fear Region State Trails Plan: staff went over the survey and outreach efforts for this plan.
- h. NC 211/East Coast Greenway Feasibility Study: The consultants are collecting GIS data and mapping parcels and future development along the corridor.

- i. 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.
- j. SPOT Schedule: staff outlined the remaining deadlines.
- k. 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.
- l. Powell Bill Deadlines: Staff reminded everyone of May 6th deadline.
- m. STIP Updates: Staff reviewed the changes to the STIP from this month.
- n. CASSI Application: Staff made everyone aware of the CASSI autonomous shuttle opportunity.
- o. 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.
- p. NCDOT Division 3: Caitlin Marks went over project updates and schedules.
- q. NCDOT Division 6: Darius Sturdivant went over project updates and schedules.
- r. NCDOT TPD: Nazia Sarder expanded on the CTP updates, NC Moves progress, and COVID-19 response from NCDOT.
- s. NC Board of Transportation: No update.

IV. OTHER BUSINESS

- 13. **Open discussion** – It was suggested that we continue to hold meetings with video option even when we get back to in-person meetings. RPO staff went over the State Ethics deadline and helping people to file who have not yet done so.
- 14. **Adjournment** – *There being no further discussion, Don Helms made a motion to adjourn, seconded by Mike Forte. The meeting was adjourned at 10:30 AM.*

Minutes prepared by Patrick Flanagan on June 4th, 2020