
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
April 6, 2022 • 10:00 AM

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Join by phone +1 301 715 8592
Meeting ID: 846 1212 8327
Meeting passcode: 095480

I. INTRODUCTORY BUSINESS

1. Call to Order
2. Roll Call
3. Additions or corrections to the agenda
4. Approval of minutes: February 2, 2022 (*attached*)
5. Public Comment

II. PRESENTATIONS

No Additional Presentations for this meeting.

III. REGULAR BUSINESS

6. **Monarch FY 2023 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.*
7. **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.*

8. **FY 2022-2023 PWP** – The Planning Work Program (PWP) for the upcoming fiscal year is due to NCDOT by May 15. *Staff requests a motion to recommend approval of the attached FY 2022-2023 PWP for submittal to the RTAC for their approval.*

9. **Reports/Updates**

- Cape Fear RPO
 - NC 210 ECG Feasibility Study
 - Multimodal Planning Grants
 - NCAMPO Conference
 - STIP amendments and revisions
- NC Ports (Port of Wilmington)
- NC Ferry (Fort Fisher to Southport)
- NCDOT Division 3 (Brunswick & Pender)
- NCDOT Division 6 (Columbus)
- NCDOT Transportation Planning Division (TPD)
- NCDOT Integrated Mobility Division (IMD)
- Wilmington Area MPO (WMPO)
- Grand Strand MPO (GSATS)

IV. OTHER

10. **Open discussion:** General questions, comments, and other discussions

11. **Adjourn**

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Rural Transportation Coordinating Committee (RTCC)

****Draft** Meeting Minutes**

February 2, 2022 • 10:00 AM

Held virtually via Zoom

Voting Members Present

Helen Bunch, Brunswick County
Tomas Lloyd, Southport
Nicole Morgan, Boiling Spring Lakes
Dylan Bowen, Columbus County
Jerome Chestnut, Chadbourn
Vanessa Lacer, Pender County
Andrea Correll, Burgaw
Caitlin Marks, NCDOT Division 3

Darius Sturdivant, NCDOT Division 6
Nazia Sarder, NCDOT TPD
Rachel McIntyre, WMPO
Dan Newquist, GSATS
Yvonne Hatcher, BTS
Joy Jacobs, Columbus County Transit
Stephanie Ayers, NC Ports
Patrick Flanagan, Cape Fear RPO

Others Present

Mark Bloomer, Oak Island
Gage King, Wallace
Lora Sharkey, Southport
Bill Hammond, NCDOT Division 6
Tony Sumter, NCDOT IMD

Fred Fontana, AARP
Chance Lambeth, Congressman
Rouzer's Office
Alrik Lunsford, NC Clean Energy Technology Center

I. INTRODUCTORY BUSINESS

- 1. Call to Order** – The meeting was held via video conference on Zoom. Having reached a quorum, Patrick Flanagan called the meeting to order at 10:02 AM
- 2. Roll Call** – A roll call was taken of attendees.
- 3. Additions or corrections to the agenda** – There were no changes to the agenda.
- 4. Approval of minutes** – The minutes were presented.
Jerome Chestnut made a motion to approve the minutes as presented. Stephanie Ayers seconded the motion. A roll call vote was taken.

*Tomas Lloyd, Yes
Nicole Morgan, Yes
Dylan Bowen, Yes
Jerome Chestnut, Yes*

*Vanessa Lacer, Yes
Andrea Correll, Yes
Amy Kimes, Yes
Caitlin Marks, Yes*

*Darius Sturdivant, Yes
Nazia Sarder, Yes
Rachel McIntyre, Yes
Dan Newquist, Yes*

*Yvonne Hatcher, Yes
Joy Jacobs, Yes
Stephanie Ayers, Yes
Patrick Flanagan, Yes*

The motion passed.

5. **Public Comment** – There were no comments from the public.

II. PRESENTATIONS

6. **Brunswick County CTP** – Patrick Flanagan gave an update on the Brunswick County CTP. He talked about the upcoming public involvement phase and asked the RTCC to review the materials and return any comments by April 1st. The documents can be found at https://connect.ncdot.gov/projects/planning/Pages/CTP-Details.aspx?study_id=Brunswick%20County.
7. **Eastern North Carolina Clean Fuels Coalition** – Alrik Lunsford from the North Carolina Clean Energy Technology Center gave a presentation on the Clean Fuels Coalitions in North Carolina. He reported on an effort by the Clean Energy Technology Center to form additional coalitions in other parts of the state. He talked about the purpose of the coalition and the benefits it has for its members.

III. REGULAR BUSINESS

8. **NC Ports Grant Resolution** – Patrick Flanagan presented a requested from the NC Ports for a resolution of support for their various grant applications to the USDOT for a new Port of Wilmington intermodal facility. The resolution presented covers any USDOT grants they might apply for in the coming grant windows. Stephanie Ayers went over the three grant funding streams they plan on going after.
*Jerome Chestnut made a motion to recommend approval of this resolution to the RTAC.
Helen Bunch seconded the motion. A roll call vote was taken.*

*Helen Bunch, Yes
Tomas Lloyd, Yes
Nicole Morgan, Yes
Dylan Bowen, Yes
Jerome Chestnut, Yes
Vanessa Lacer, Yes
Andrea Correll, Yes
Amy Kimes, Yes*

*Caitlin Marks, Yes
Darius Sturdivant, Yes
Nazia Sarder, Yes
Dan Newquist, Yes
Yvonne Hatcher, Yes
Joy Jacobs, Yes
Stephanie Ayers, Yes
Patrick Flanagan, Yes*

The motion passed.

- 9. Eastern North Carolina Clean Fuels Coalition Letter of Support** – Patrick Flanagan reviewed the letter of support for the Cape Fear RPO to join the Eastern and Central North Carolina Clean Fuels Coalition as a stakeholder. He also talked about the “sign on” stakeholder level of the coalition. Alrik answered questions about charging stations, what areas of the state are involved, and educational opportunities for Local Governments. *Stephanie Ayers made a motion to recommend approval of the Letter of Support and to become a “Sign On” stakeholder to the RTAC. Jerome Chestnut seconded the motion. A roll call vote was taken.*

*Helen Bunch, Yes
Tomas Lloyd, Yes
Nicole Morgan, Yes
Dylan Bowen, Yes
Jerome Chestnut, Yes
Vanessa Lacer, Yes
Andrea Correll, Yes
Amy Kimes, Yes*

*Caitlin Marks, Yes
Darius Sturdivant, Yes
Nazia Sarder, Yes
Dan Newquist, Yes
Yvonne Hatcher, Yes
Joy Jacobs, Yes
Stephanie Ayers, Yes
Patrick Flanagan, Yes*

The motion passed.

10. Reports/Updates

- Cape Fear RPO
 - NC 210 ECG Feasibility Study: Staff gave an update on the contract proceedings.
 - Ferry Update: There was no ferry update.
 - STIP amendments and revisions: Staff reviewed changes to interstate maintenance in the STIP.
- NC Ports (Port of Wilmington): Stephanie Ayers gave an update on rail improvements at the Morehead City Port, refrigeration container storage at the Wilmington Port and the south gate project in Wilmington.
- NCDOT Division 3 (Brunswick & Pender): Caitlin Marks gave an update on the NC 211 project.
- NCDOT Division 6 (Columbus): Darius Sturdivant gave an update on the US 701 Bypass project, the US 74 interchange at Old Boardman and the STIP projects that are subject to change.
- NCDOT Transportation Planning Division (TPD): Nazia Sarder gave an update on the Columbus County CTP and the Brunswick County model.
- NCDOT Integrated Mobility Division (IMD): Tony Sumter, the new Coastal Plains Region Planner, gave an update on a number of items going on at IMD:
Bike Helmet Applications - <https://www.ncdot.gov/initiatives-policies/safety/bicycle-helmets/Pages/default.aspx>
MOBI Awards - <https://connect.ncdot.gov/events/Pages/mobi-awards.aspx>
Complete Streets Resources - <https://connect.ncdot.gov/projects/BikePed/Pages/Complete-Streets.aspx>
- Wilmington Area MPO (WMPO): An update was given on the Navassa Collector Street Plan and the Kure Beach Bike and Ped plan. Registration for the NCAMPO conference that is being held in Wilmington in April was discussed.

- Grand Strand MPO (GSATS): Dan Newquist gave an update on GSATS' involvement in the Brunswick County CTP and the MTP land use collection that is going on in GSATS right now. The next RTAC will be February 23rd.

IV. OTHER

11. Open discussion – There were no comments from the group.

12. Adjourn – *The meeting was adjourned at 11:00 AM.*

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 2023 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 2023 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 2023 5310 grant application.

ADOPTED at a regular meeting this 14th day of April 2022.

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 PENDER ADULT SERVICES' APPLICATION FOR
FY 2023 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 2023 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 14th day of April 2022.

BY:

ATTEST:

Frank Williams, Chair

Patrick Flanagan, Secretary

FY 2021 (July 1, 2022-June 30, 2023)
PLANNING WORK PROGRAM
ANNUAL FUNDING SOURCES TABLE
Cape Fear RPO

TASK CODE	WORK CATEGORY	RPO PROGRAM FUNDS			
		LOCAL 20%	State 0%	FEDERAL 80%	TOTAL
I. DATA COLLECTION AND ASSESSMENT					
I-1	DATA COLLECTION AND ASSESSMENT	\$ 1,300	\$ -	\$ 5,200	\$ 6,500
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)	\$ 2,600	\$ -	\$ 10,400	\$ 13,000
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	\$ 2,000	\$ -	\$ 8,000	\$ 10,000
II-2.1	Project Prioritization				
II-3	PROGRAM AND PROJECT DEVELOPMENT	\$ 800	\$ -	\$ 3,200	\$ 4,000
II-3.1	STIP Participation				
II-3.2	Merger / Project Development				
II-4	GENERAL TRANSPORTATION PLANNING	\$ 5,000	\$ -	\$ 20,000	\$ 25,000
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	\$ 5,300	\$ -	\$ 21,200	\$ 26,500
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	\$ 2,300	\$ -	\$ 9,200	\$ 11,500
IV-1.1	Program-wide Direct Costs				
IV-2	ADVERTISING	\$ 300	\$ -	\$ 1,200	\$ 1,500
IV-2.1	News Media Ads				
IV-3	LODGING, MEALS, INCIDENTALS	\$ 200	\$ -	\$ 800	\$ 1,000
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	\$ 100	\$ -	\$ 400	\$ 500
IV-5.1	Conference Registration				
IV-5.2	Meeting / Workshop / Training Fees				
IV-6	TRAVEL	\$ 640	\$ -	\$ 2,560	\$ 3,200
IV-6.1	Mileage Reimbursement				
IV-6.2	Car Rental Costs				
IV-6.3	Other Travel Expenses				
V. INDIRECT COSTS					
V-1	INDIRECT COSTS	\$ 6,034	\$ -	\$ 24,135	\$ 30,169
V-1.1	Incurred Indirect Costs				
RPO PROGRAM TOTAL		\$ 26,594	\$ -	\$ 106,375	\$ 132,969

TASK CODE	WORK CATEGORY	SPR PROGRAM FUNDS			
		LOCAL	STATE	FEDERAL	TOTAL
		5%	15%	80%	100%
VI. SPECIAL STATE PLANNING & RESEARCH FUNDS					
VI-1	SPECIAL SPR ALLOCATION	\$ 3,750	\$ 11,250	\$ 60,000	\$ 75,000
VI-1.1	If applicable, insert name of SPR Special Project here				
SPECIAL SPR TOTAL		\$ 3,750	\$ 11,250	\$ 60,000	\$ 75,000
PWP TOTAL		\$ 30,344	\$ 11,250	\$ 166,375	\$ 207,969

	FY 21-22	FY 22-23	Proposed Change
<i>I-1 Data Collection and Assessment</i>	\$ 6,500	\$ 6,500	No Change
<i>II-1 Comprehensive Transportation Plan Development</i>	\$ 10,000	\$ 13,000	\$ 3,000.0
<i>II-2 Prioritization</i>	\$ 13,000	\$ 10,000	\$ (3,000.0)
<i>II-3 Project Development</i>	\$ 4,000	\$ 4,000	No Change
<i>II-4 General Transportation Planning</i>	\$ 25,000	\$ 25,000	No Change
<i>III-1 Administrative Documents and Public Involvement</i>	\$ 26,500	\$ 26,500	No Change
<i>IV-1 Programmatic Direct Charges</i>	\$ 11,500	\$ 11,500	No Change
<i>IV-2 Advertising</i>	\$ 1,500	\$ 1,500	No Change
<i>IV-3 Lodging, Meals, Incidentals</i>	\$ 1,000	\$ 1,000	No Change
<i>IV-4 Postage</i>	\$ 100	\$ 100	No Change
<i>IV-5 Registration/Training</i>	\$ 500	\$ 500	No Change
<i>IV-6 Travel</i>	\$ 3,200	\$ 3,200	No Change
<i>V-1 Indirect Costs</i>	\$ 30,169	\$ 30,169	No Change
<i>VI-1 Special SPR Allocation</i>	\$ 100,000	\$ 75,000	\$ (25,000)