**Minutes of the Rural Technical Coordinating Committee (RTCC) Meeting**

**August 18, 2014**

**11:00 a.m.**

**RTCC**

The August 18, 2014 RTCC meeting held at the Chowan Public Safety Center in Chowan County was opened and called to order by RTCC Chairman Rhett White at 11:00 a.m.

**Roll Call**

It was determined a quorum was present with the following RTCC members in attendance: Chairman Rhett White, Town of Columbia; Donna Creef, Dare County; Greg Loy, Town of Kill Devil Hills; Wes Haskett, Town of Southern Shores; Frank Heath, Perquimans County; Jerry Rhodes, Washington County; Kevin Howard, Chowan County; John Stockton Town of Kitty Hawk; Dan Porter, Camden County; Dan Scanlon, Currituck County; Bill Rich, Hyde County; Kermit Skinner, Town of Manteo; Kelly Wyatt, Town of Nags Head, Bill White Jr. Town of Creswell, Shelley Cox, Pasquotank County.

DOT representatives present: Gretchen Byrum, Jerry Jennings, Malcolm Fearing, Beshad Norowzi.

**Conflict of Interest Statement**

Chairman White read a conflict of interest statement. The committee was polled and no conflicts of interest were noted.

**Agenda Approval**

Chairman White called for a motion to accept the agenda as presented. A motion to accept was made by Greg Loy, seconded by Frank Heath, and unanimously carried.

**Approval of June 18, 2014 RTCC Minutes**

Minutes of the June 18, 2014 TCC meeting were reviewed and Chairman White entertained a motion for adoption. Motion to adopt the minutes as presented was made by Dan Porter, seconded by Wes Haskett, and unanimously carried.

**Project scoring criteria and methodology**

Ms. Welsh stated that after reviewing the methodology of the Peanut Belt and Mid-East RPO’s, they are assigning 100 points to their top scoring projects for the purpose of entering them into the SPOT Online system. She explained that although our methodology provided 100 “geographic equity” points to one project in each county, the RPO had not assigned the 100 local input points to the projects. She stated the language added to the methodology was approved by the SPOT office. They also determined it was not a significant change and did not need to go through another public comment period as they considered it a clarification. A motion was made by John Stockton for final approval of the methodology and was seconded by Dan Porter. The motion carried unanimously.

**Project Point Assignment**

Angela Welsh presented spreadsheets that showed all of the projects. Each County stated which projects they wanted to designate their 100 “geographic equity” points to. The following table notes the final project selection of each county:

|  |  |  |
| --- | --- | --- |
| COUNTY | DIVISION LEVEL HIGHWAYS | REGIONAL HIGHWAYS |
| CAMDEN | H111228 | H090869 |
| CHOWAN | H141869 | H141869 |
| CURRITUCK | H129515 | H129515 |
| DARE | H129043 | H090230 |
| GATES | H0909009-C | H0909009-C |
| HYDE | F130008 | NA |
| PASQUOTANK | A130006 | H141880 |
| PERQUIMANS | H141222 | H141929 |
| TYRRELL | B141346 | NA |
| WASHINGTON | A1300042 | NA |

Dan Porter made a motion to approve the final point assignment with Camden changing their Division project point assignment to H111228 from what was tentatively approved at the June 18, 2014 meeting. His motion was seconded by Dan Scanlon and carried unanimously.

**Planning Work Program (PWP amendment)**

Angela Welsh explained the request to amend the Planning Work Program for the 2014-2015 Fiscal year. She stated Camden and Currituck have discussed amending their adopted Comprehensive Transportation Plans (CTP’s) to include a connector road between US 17 in Camden and US 168 in Currituck. Camden’s CTP already includes the connector road to the Currituck County line, however, Currituck’s does not include a connector road. She explained that the RPO was simply moving $5000.00 from one line item to cover the time and work cost to complete the CTP amendments. Approval of the amendment would not result in the counties paying increased dues. A motion to approve was made to approve the PWP amendment by Frank Heath, seconded by Shelley Cox and unanimously carried.

**SPOT 4.0**

Angela Welsh stated the SPOT 4.0 work group would be meeting soon to discuss the SPOT 4.0 process and Staff would be drafting a letter to the work group regarding changes which the ARP0 would like to see made in the scoring process for SPOT 4.0 changes which may need to be made for the SPOT 4.0 process. The letter would also be copied to our representatives in the House and Senate. TCC members discussed some of the items Ms. Welsh had specified in her staff memo; using seasonal traffic volumes and evacuation as criteria, making the weight of economic competitiveness higher, more consideration of non-highway modes at the State level of funding, and using seasonal population estimates when assigning local input points.

After discussion among RTCC members, John Stockton made a motion to also request a member of the ARPO be added to the SPOT work group, the distribution of local input points should also be calculated by the size of the geographic area and to add Steve Keen and Malcolm Fearing as recipients of the letter. His motion was seconded by Dan Scanlon and the motion carried unanimously.

Ms. Welsh stated she would draft the letter, have the RTAC Chair sign it and forward a copy of the letter to RTCC members.

**Public Comment**

Chairman White opened the floor for public comments and there being no comments closed the floor.

With no further business to discuss, Chairman White adjourned the meeting at 12:07.

**Presentations**

**Transportation Planning Branch (TPB) Report**

Behsad Nowwozi provided the group with an overview of how the Transportation Planning Branch works in relation to how Comprehensive Transportation Plans are completed.

**Ferry Update**

The Ferry Division Director, Ed Goodwin provided the group with some ideas he is having discussions about adding ferries which would only serve pedestrians to the Ferry Divisions fleet.

**RTAC Meeting –August 18, 2014**

**1:00 p.m.**

**Call to Order**

The August 18, 2014 RTAC meeting held at the Chowan Public Safety Center in Chowan County was opened and called to order by RTAC Chairman Lloyd Griffin at 1:15 p.m.

**Roll Call**

It was determined a quorum was present with the following RTAC members in attendance: Chairman Lloyd Griffin, Pasquotank County; Jeff Smith, Chowan County; Currituck County; Larry Lawhon, Town of Southern Shores; John Ratzeberger, Town of Nags Head; Leroy Spivey, Tyrrell County; Jack Shea, Dare County; Benjamin Simmons, Hyde County; J. D. Melton, Town of Creswell; Edward Muzzulin, Perquimans County; and Michael McLain, Camden County.

**Conflict of Interest Statement**

Chairman Griffin read a conflict of interest statement. The committee was polled and no conflicts of interest were noted.

**Approval/Adoption of Minutes of June 18, 2014 Meeting**

A motion to approve the June18, 2014RTAC minutes was made by Jack Shea, seconded by Jeff Smith and unanimously carried.

**RTCC Meeting Report**

RTCC Chairman Rhett White provided the following reports from the RTCC meeting.

**Project scoring criteria and methodology**

Ed Muzzulin moved to give final approval to the project scoring criteria and methodology as presented. His motion was seconded by Jack Shea and unanimously passed.

**Project Point Assignment**

Mike McLain moved to finally approve the project list with changes made by the RTCC. His motion was seconded by Vance Aydlett and carried unanimously.

**Planning Work Program (PWP) Amendment**

Mike McLain moved to approve the PWP amendment. His motion was seconded by Leroy Spivey and carried unanimously.

**Public comment**

Chairman Griffin opened the floor for public comments and there being no comments closed the floor.

**Other Business**

It was determined that the next RPO meeting will be held in Tyrell County, hosted by Leroy Spivey. A tentative date of November was agreed upon. Notification of a definite date and time will be forthcoming.

**Adjournment**

There being no further business to conduct, Chairman Griffin declared the meeting adjourned at 2:00.