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

**January 10, 2014**

**11:00 a.m.**

**RTCC**

 The January 10, 2014 RTCC meeting held at the Albemarle Commission in Hertford was opened and called to order by RTCC Chairman Rhett White at 11:00 a.m.

**Roll Call**

 Chairman White recognized Malcolm Fearing and Ferrell Blount, NCDOT Board members, and asked each RTCC member to introduce themselves. It was determined a quorum was present with the following in attendance:

Dan Scanlon Manager, Currituck County; Wes Haskett Planner, Southern Shores; John Stockton Manager Kitty Hawk; Greg Loy Planner, Kill Devil Hills; Elizabeth Teague, Planner, Nags Head; Clifton Hardison, Chowan Interim Manager; Bill Rich Manager, Hyde County; Frank Heath Manager, Perquimans County; Shelley Cox Planner, Pasquotank County; Donna Creef, Dare County; Kermit Skinner, Manager, Manteo; Dan Porter, Planner, Camden County; Andy Garman Planner, Duck; Bert Banks, Executive Director Albemarle Commission; Nazia Sarder, DOT Planning Branch.

DOT Personnel present– Jed Dixon, NC Ferry System; Malcolm Fearing, NCDOT Board member; Ferrell Blount, NCDOT Board Member, Gretchen Byrum, DOT, Division 1; Richard Walls, Deputy Secretary of Transportation.

**Agenda Approval**

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

 **Approval of November 8, 2013 RTCC Minutes**

 Minutes of the November 8, 2013 RTCC meeting were reviewed and Chairman White entertained a motion for adoption. Motion to adopt the minutes as presented was made by Bill Rich, seconded by Frank Heath, and unanimously carried.

**SPOT 3.0 Prioritization and Methodology Schedule Approval**

 The SPOT 3.0 prioritization and methodology schedule was discussed and explained by Angela Welsh. Ms. Welsh stated there have been work groups made up of TAC and TCC memebrs from the Outer Banks, and north and south of the sound to discuss how projects should be prioritized. A draft of the timeline for project solicitation, project ranking process and ARPO point assignment was distributed for review by the RTCC members. Ms. Welsh asked if there should be more time given for the RTCC to consider the prioritization criteria.

**Highway, Bike and Pedestrian Project Results**

 In the packet was a list of the current highway, bike and pedestrian projects and Ms. Welsh stated any additional projects could be added and she would like additional projects emailed to her.

 Ms. Byrum said the NCDOT will hold a workshop for new Division projects as well as existing projects at the Vernon James Center on January 23, 2014 from 4:00 p.m. to 7:00 p.m.

 Ms. Welsh and Gretchen Byrum were asked to provide a list of projects scored with the current criteria for the RTCC to review at the next meeting. The RTCC wanted to see what the criteria looks like when it’s put to the projects.

**PWP Amendment**

 Ms. Welsh stated the PWP amendment was necessary due to NCDOT increasing the Rural Transportation Planning funds by $11,000. A 20% match from the counties is also required. The recommended budget changes are increasing prioritization by $3, 750 to cover the work completed as a member of the SPOT 3.0 workgroup and increasing by $10,000 prioritization to cover the printing of the Regional Bicycle Plan brochure maps.

 The recommended amendments were approved by the RTCC following a motion by Greg Loy, seconded by Dan Porter and carried unanimously. The RTCC approval was slated to go before the RTAC for their approval.

 Chairman White asked for nominations from the floor for the position of RTCC Vice-Chairman. Brandon Shoaf moved to nominate Dan Porter as Vice-Chairman. His motion was seconded by Dan Scanlon. With no further nominations the floor was closed and Dan Porter was elected as RTCC Vice-Chair by unanimous vote.

 **Discussion**

 Bill Rich announced that Anson Byrd, Hyde Co. RTAC member had passed away. Ms. Welsh responded that flowers had been sent on behalf of the RPO. Rhett White recommended that a resolution honoring Mr. Byrd be adopted by the RTAC.

**Public Comments**

 None offered.

**Adjournment**

 The RTCC concluded their session and Chairman Rhett White declared the meeting adjourned.

**Lunch and Presentations – 12:00 p.m.**

**Division One Report and Ferry Update**

 Jed Dixon gave an update on the ferry tolls and toll exemptions.

 Malcolm Fearing gave an update on the recent Bonner Bridge closing, bridge replacement project and ferry tolling. NCDOT Board member, Ferrell Blount discussed the methodology for ferry tolling. Gretchen Byrum reported on active projects located in Division 1 and Nazia Sarder gave an update regarding CTP’s.

**RTAC Meeting – Friday January 10, 2014**

**1:00 p.m.**

**Call to Order**

 Chairman Lloyd Griffin opened the RTAC meeting held at the Albemarle Commission in Hertford on January 10, 2014.

**Roll Call**

 Those present were: Malcolm Fearing, Division 1 representative; Lloyd Griffin, Pasquotank County; Jeff Smith, Chowan County; Jon Britt, Town of Duck; Brandi Rheubottom, Town of Kill Devil Hills; Bill Sexton, Washington County; Butch Petrey, Currituck County; Larry Lawhon, Town of Southern Shores; Elizabeth Teague, Town of Nags Head; Carlton Davenport, Town of Hertford; Jack Shea, Dare County.

**Agenda Approval**

 A motion to approve the RTAC January 10, 2013 agenda was made by Jeff Smith, seconded by Bill Sexton and unanimously carried.

**Approval/Adoption of Minutes of November 8, 2013 Meeting**

 A motion to approve the November 8, 2013 RTAC minutes was made by Jack Shea, seconded by Bill Sexton and unanimously carried.

**SPOT 3.0 Prioritization and Methodology Schedule Approval**

 In agreement with a recommendation from the RTCC, It was determined by the RTAC that additional work should be done prior to approval and requested that Ms. Welsh and Ms. Byrum assist in this task.

 A discussion regarding assurance of having aviation projects included in the prioritization process was held. Jack Shea offered to serve on an aviation committee if needed.

**Highway, Bicycle and Pedestrian Project Solicitation Results**

 Ms. Welsh said that additional projects should be submitted by January 20, 2014.

**Approval of FY 13-14 Planning Work Program (PWP)**

 Following approval by the RTCC, the RTAC was requested to approve amending the PWP. As she explained to the RTCC, Ms. Welsh stated the amendment was necessary due to the increase in Rural Transportation Planning funds by $11,000, requiring a county match of 20%. The RTAC approval came following a motion by Jack Shea, seconded by Bill Sexton and unanimously carried.

**Approval of RTCC Vice-Chairman**

 It was reported by the RTCC that their approved recommendation for a Vice-Chairman was Dan Porter. Following this recommended approval to the RTAC, a motion was made by Bill Sexton to approve the recommendation of electing Dan Porter as Vice-Chairman. His motion was seconded by Jack Shea and unanimously carried.

**Chairman’s Report**

 Under the Chairman’s report, it was discussed that the RPO bylaws be reviewed by him, Rhett White and Angela Welsh and a formal draft of the bylaws be presented at the next RPO meeting.

 Chairman Griffin thanked Dan Porter and Rhett White for their willingness to serve in the Vice-Chairmen positions.

**Adjournment**

 With no further business to discuss, the meeting was adjourned.